

Sacramento County Office of Education Job Description

Classification Title: SELPA Administrator

DEFINITION

Under the general direction of the Superintendent, coordinates and administers programs and services within the Sacramento Special Education Local Plan Area Administrative Unit. Provides coordination and oversight of Special Education programs, including Educationally Related Mental Health Services for students, preschool through 22 years of age within the Administrative Unit of the Sacramento County SELPA.

DIRECTLY RESPONSIBLE TO

Superintendent of Schools

SUPERVISION OVER

Professional, clerical, and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordination of Services

Coordinates the SELPA Special Education programs, inclusive of Educationally Related Mental Health Services (ERMHS) by providing supervision and maintenance of a comprehensive system of identification of services by working with the Local Education Agency (LEA) individually and collectively to develop required compliance documentation and program improvement plans inclusive of ERMHS services; coordinates and oversees special education and mental health related support services for students with exceptional needs to school-based staff and educational teams, including case consultation and advice concerning student status and the IEP process diagnosis through IEP through provision of services as well as, collaboration with public and private agencies to offer mental health services and programs that foster pro-social skills and appropriate behavior; acts as a resource to LEA staff members regarding special education and mental health services; coordinates and advises the Superintendents' Council and Operations Council relating to the implementation of federal and state special education laws to implement development of continuum of services preschool to 22 years of age; maintains and modifies as necessary the SELPA Management Information System utilized by the school districts and CALPADS data submission in all aspects of the identification, compliance and progress monitoring; maintains low incidence program for eligible students; maintains, promotes and participates in the Community Advisory Committee (CAC) in accordance with Education Code; assists with the development of the SELPA Allocation Plan for the distribution of federal, state and local funds received for development of special education and educationally related mental health service programs in each LEA; develops and maintains local policies and procedures for the SELPA; approves other agreements including, but not limited to inter-SELPA and interagency agreements and prepares the State, federal and local reports as required with data from LEAs.

Professional Development and Technical Assistance

Develops an annual comprehensive special education and mental health professional development program; provides training and technical assistance to ensure compliance with California Department of Education (CDE) policies and federal and state regulations; coordinates staff development and training in relevant research, innovative and evidence-based and inclusive practices for program enhancement and quality instructional practices with students of exceptional needs; coordinates and oversees special education related professional development for various stakeholders including LEA administrators, general education teachers, special education teachers, providers of related services, members of the CAC and families; guides LEAs in procedures for identification of special education/ERMHS services in students preschool to 22 years of age; provides LEAs with direct IEP support for the continuum of services from identification to

least restrictive environment (LRE) placement to placement and progress in specialized schools for students; and coordinates and accesses services through the California system of support.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Master's degree from an accredited college or university with an emphasis in special education or related field preferred. Valid California Pupil Personnel Services Credential, Education Specialist Credential, or other Special Education related credential and valid California Administrative Services Credential or willingness to obtain an Administrative Services Credential. Preference may be given to individuals with teaching and administrative experience in Special Education. Experience developing and delivering professional development.

Knowledge, Skills and Abilities

Knowledge of techniques and practices of effective supervision and administration, Federal and State laws, policies, procedures and practices governing special education programs; ability to coordinate the work of directors, program specialists, teachers, managerial, and clerical staff; ability to prepare and maintain an operating budget; ability to work with district personnel and parent groups effectively to maintain positive relationships; effective staff development methods; special needs students and their behaviorally or educationally based needs.

Other Characteristics

Possession of a valid California driver's license; provide own transportation and be able to travel anywhere within the area comprising the Sacramento Special Education Local Plan Area.

5/2020