

**Sacramento County Office of Education Job Description**  
**Classification Title: Executive Director,**  
**Special Education Local Plan Area (SELPA)**

**DEFINITION**

Under the general direction of the Superintendent, coordinates and administers programs and services within the Sacramento Special Education Local Plan Area Administrative Unit.

**DIRECTLY RESPONSIBLE TO**

Superintendent of Schools

**SUPERVISION OVER**

Technical and clerical 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.)

Performs the following functions in accordance with the governance structure of the Special Education Local Plan Area: coordination of the Special Education Local Plan Area including system of identification and assessment, procedural safeguards, personnel management, curriculum development, internal program review, data collection and management, evaluation of the effectiveness of the Local Plan, inter-agency agreements, services to medical facilities, services to licensed children's institutions and foster homes, transportation, vocational and career education; prepares Special Education Local Plan Area reports; responsible for incidental expenses of the Community Advisory Committee; coordinates staff development, supervises personnel as assigned to the Special Education Local Plan Area; develops and administers a budget covering all activities within regionalized services; receives and allocates funds for each of the districts within the SELPA; ensures that funds are expended according to federal guidelines; coordinates and defines local implementation of funding reform and service delivery including additional requirements, assurances and policies; develops new Local Plan to include an Annual Budget Resource Allocation Plan and Annual Service Deliver Plan, including conducting a public hearing; annually displays Local Education Agency (districts) and SELPA expenses, pupil data and outcomes, plans budget, service delivery models and available options by site, staff and students; monitors non-public and private schools for program quality and accountability; maintains a positive relationship between the administrative unit and the LEA members.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

A valid California administrative services or equivalent credential and two years of supervision, or administrative experience within the last three years. Preference may be given to individuals with teaching and administrative experience in Special Education.

**Knowledge, Skills, and Abilities**

Knowledge of the 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 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.

**Other Characteristics**

Possess 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.

Approved 6/2005