

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

Human Resources Department

EXECUTIVE DIRECTOR, SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) For SAN LUIS OBISPO COUNTY

Certificated Management Position

JOB SUMMARY

Under the specific direction of the Superintendents' Governing Council and the administrative agent, the Executive Director of SELPA directs and administers the operation of the SELPA following the approved Local Plan; administers and coordinates SELPA budget preparation, monitoring and control; provides responsible and complex administrative support to Local Education Agencies (LEA's); represents the SELPA at appropriate meetings and hearings; supervises the performance of assigned personnel; serves as a resource to parents and the community; and performs other related duties.

QUALIFICATIONS

Required:

1. A valid California teaching or Pupil Personnel Services credential and a valid California Administrative Services credential.
2. Five years increasingly responsible experience related to this position including experience administering programs, budgets and supervising staff in the area of special education.
3. A valid California driver's license.
4. Ability to communicate effectively orally and in writing.

Desirable:

1. A Master's degree in special education or a related field.
2. District experience as a special education administrator.
3. Bilingual Spanish/English.

KNOWLEDGE AND ABILITIES

1. Comprehensive knowledge of applicable state and federal laws, regulations and compliance requirements governing special education programs in California.
2. Ability to communicate orally and in writing sufficient to express ideas, thoughts and instructions clearly to clients, community, and staff.
3. Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
4. Knowledge of state funding allocation methods.
5. Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
6. Ability to supervise and evaluate staff, coordinate workloads, and monitor assignments. Comprehensive knowledge of and ability to use principles and practices of human relations, including, but not limited to, leadership principles and practices, conflict resolution strategies, team building techniques and professional learning.
7. Possess interpersonal skills using tact, patience and courtesy.
8. Ability to develop and monitor a departmental budget.
9. Ability to lead from an impartial equity lens.
10. Knowledge of client and agency service needs affecting the provision of special education services.
11. Ability to plan, coordinate, implement and effectively administer SELPA Program in compliance with state and federal requirements.

12. Ability to provide current knowledge and information regarding issues in special education to service providers and parents.
13. Ability to set student-driven priorities that are outcomes-focused, based on local needs and state priorities.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Plan, organize, control and direct the San Luis Obispo County SELPA including program evaluation, internal compliance audits, State and federal reporting requirements, management information services and coordination of the Superintendents' Governing Council.
2. Direct, administer, evaluate and manage the SELPA office, its programs and its budget. Direct, supervise, assign and evaluate assigned personnel to the SELPA office in accordance with the procedures of the administrative agent for the SELPA and under the direction of the Superintendents' Governing Council.
3. Recommend new procedures and changes in existing policies and procedures governing the implementation and management of the department.
4. Achieve and maintain effective communications with the administrative agent for the SELPA, local school districts, the SLOCOE, the Special Education Operations Committee, parents, and other agencies.
5. Provide technical expertise, information and assistance to local education agencies, other service providers, and the Superintendents' Governing Council regarding assigned functions; provides appropriate staff development programs for designated staff and other related personnel; assist in the formulation and development of policies, procedures and programs.
6. Maintain relations with local advocacy groups as a positive intervention to legal action; represent Local Education Agencies in mediation or due process differences; maintain and participate in the Community Advisory Council (CAC) program activities; assist parents and LEA's to resolve conflicts.
7. Meet, confer and negotiate with parents, representatives of other agencies and other persons on behalf of the SELPA to ensure appropriate delivery of services to students.
8. Report regularly to the Superintendents' Governing Council and keep the Council informed regarding pertinent issues, policy development and needs relating to special education in the SELPA.
9. Provide leadership related to legislative issues impacting the SELPA program and represent the SELPA at appropriate meetings and hearings.
10. Direct the preparation of narrative and statistical reports, records and files related to assigned activities and personnel; set up and maintain a tracking system for low incidence equipment and services administered by SELPA.
11. Under direction of the Superintendents' Governing Council, develop, implement, and administer SELPA budget for the establishment of an appropriate allocation plan that includes instructional personnel, designated services, and appropriate reimbursements; analyze and review budgetary and financial data; control and authorize expenditures in accordance with the local plan, local policies and established limitations.
12. Serve as the primary administrative staff to the Superintendents' Governing Council; Chair of Special Education Operations Committee; and represent the SELPA at meetings regarding special education in the county.
13. Advocate for special education services and funding at the regional, state, and federal level.
14. Perform related duties as assigned.

PHYSICAL REQUIREMENTS of this position are, but not limited to, the following:

1. Hearing and speaking to exchange information and make presentations
2. Dexterity of hands and fingers to operate a computer keyboard
3. Seeing to read a variety of materials, both on paper and electronically

4. Sitting or standing for extended periods of time
5. Facility to drive a car

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted: 5/1/04
Revised: 10/25/07, 01/9/17, 1/28/20
Evaluated by: Superintendents' Governing Council
Hiring Authority: Superintendents' Governing Council