

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, SELPAs

Purpose Statement

The job of (NEW) Executive Director, SELPAs is done for the purpose/s of coordinating all special education services among the districts in one of the 6 regions of San Diego County; managing and overseeing the cooperative activities, operations and implementation of the Local Plan; ensuring that a full array of services and due process of laws are available to students from birth through age 22 with exceptional needs, residing within the SELPA; and supervising the performance of assigned personnel.

This job is distinguished from similar jobs by the following characteristics: in that the Executive Director level serves as the chief administrator and instructional leader of multiple special education schools or centers and oversees direct operation of classes and /or programs that serve students in a SELPA with a pupil count of 10,000 or more.

This job reports to the Assistant Superintendent, Student Services and Programs

Essential Functions

- Administers annual SELPA budget, Annual Service Plan, annual Budget Plan, and Funds Allocation Plan for the purpose of ensuring appropriate distribution and use of federal, state and local funds allocated for special education.
- Collaborates with internal and external personnel (e.g. public agencies, other SELPA administrators, community advisory committee members, non public CBOs, etc.) for the purpose of developing and maintaining interagency agreements and/or master contracts for nonpublic schools and agencies to ensure a full range of special education programs and services.
- Coordinates the development, implementation, monitoring, evaluation and revision of the Local Plan for the purpose of providing administrative support to the SELPA and delivering services which conform to established guidelines.
- Develop and implement a plan for regional staff development activities for the purpose of enhancing productivity of staff, promoting professional growth that addresses training needs of the SELPA, and ensuring identified program outcomes are achieved.
- Manages programs that are a result of all regional coordination for the purpose of implementing services for students with disabilities (e.g. case management, etc.).
- Mediate disagreements between SELPA member districts and/or the County for the purpose of resolving areas of conflict within the SELPA governance structure.
- Monitors and evaluates the efficiency and effective of service delivery methods and procedures for the purpose of ensuring compliance with Federal and State laws.
- Overseeing the recruitment, supervision and evaluation of SELPA staff in district schools, regional program for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and maintains a wide variety of complex materials and reports (e.g. SELPA forms, handbooks, state and federal mandated documents, fiscal reports, Annual Service and Budget Plan, interagency agreements, staff development materials, etc.) for the purpose of documenting activities

and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Represents the needs of the SELPA in statewide meetings for the purpose of maintaining an awareness of innovative and promising practices in special education, disseminating the information to members of the Superintendents Council and Operations Committee.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as a liaison at the state and national level for the purpose of representing the State SELPA organization and student with disabilities in California.
- Serves as chair and/or facilitates a variety of boards and committees (e.g. Superintendents Council, Districts Directors Council, Community Advisory Committee, Executive Committee, Operations Committee, Finance Committee, SELPA committees, etc.) for the purpose of representing the SELPA and providing staff assistance and administrative support.
- Serves as a resource for the school districts in the SELPA for the purpose of providing consultation and technical assistance to LEAs in all areas of special education services, including current laws and establishing required special education services in medical and residential student facilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; effectively interpreting and applying appropriate laws, codes, rules and regulations; formulating and executing decisions involving complex issues; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; effective instructional techniques; age appropriate student activities; safety practices and procedures; conflict resolution; in depth knowledge of current legislation, programs and services for special education.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based

competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; setting priorities, meeting deadlines and schedules; working with detailed information/data for summarizing and preparation for reports; applying logical processes and analytical skills; facilitating constructive and productive group interaction; drawing valid conclusions; generating a range of alternative solutions and course of action; meeting deadlines and schedules; working with multiple projects; and dealing with frequent interruptions and changing priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Possession of, or eligibility for California Administrative Services Credential and five years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities in special education programs and at least two (2) years as a district level special education director or equivalent.

Required Testing

Certificates

California Administrative Services
Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56

SLT Approval Date: October 11, 2016