

JOB DESCRIPTION
San Diego County Office of Education

Program Administrator, South County SELPA

Purpose Statement

The Program Administrator, South County SELPA manages an assigned service delivery region or program that serves students with disabilities.

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions

- Chairs a variety of program-related task forces, committees, inter-agency associations, and special project teams as assigned for the purpose of identifying and developing recommendations, providing training, supporting other staff, and maintaining group commitment to project or program goals.
- Collaborates with other program management personnel for program-wide planning and communication efforts and determining appropriate policies and procedures for program operations.
- Directs services (e.g. assessment, referrals, programming, etc.) within an assigned geographic area of South County SELPA by collaborating with multiple agencies and service providers to deliver services to qualified students with disabilities.
- Performs advanced analyses (e.g., staff caseloads, financial/economic trends, behavior and discipline trends, staff and community surveys, forecasted special education compliance scores, etc.) to inform data-driven decision making and to generate data regarding students in the region.
- Researches requirements, collects, analyzes, and submits required special education compliance data; coordinates activities with County Office and school district personnel to ensure proper collection, analysis, and submission of compliance data, and serves as a mentor to the County Office and school districts regarding new state compliance procedures.
- Maintains program-wide calendars and schedules (e.g. parent trainings, monthly SELPA director meetings, staff observations, etc.) for professional and support staff to ensure that services are provided within established timeframes and in compliance with related requirements across regions.

- Monitors the implementation and ongoing delivery of services within and across regions, and recommends updated and/or new service models that advance the mission and policies of the program.
- Monitors budget allocations and expenditures for equipment, supplies, and material needs and coordinates expenditures and budget-related matters with the Business Assistant.
- Performs personnel administrative functions (e.g. hiring, counseling, directing, training, supervising, disciplining, evaluating, providing professional development opportunities, etc.) for assigned certificated and classified staff to ensure proper staffing levels, enhance productivity and morale, and meet program outcomes.
- Plans and coordinates staff development programs (e.g., new staff onboarding and training, in-service training, conferences, etc.), and evaluates outcomes to ensure that program goals are achieved.
- Prepares a wide variety of complex materials (e.g. plans, proposals, budgets, funding requests, reports, analyses, recommendations, procedures, MOUs, etc.) to document and monitor activities, identify and resolve issues, meet compliance requirements, and provide audit references; prepare presentations and support materials to inform staff and leadership of results, findings, and/or recommendations.
- Represents the South County SELPA, as assigned, to other agencies, and at local, regional, state, and federal levels to participate in and/or facilitate inter-agency activities, agreements, and broader planning efforts.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, state level meetings, interagency boards, state superintendent, etc.) to convey and/or receive information as needed to help plan, develop, and evaluate services for students with disabilities.
- Researches, prepares, and submits proposals to obtain state and federal funds for innovative grant and research projects.
- Supervises and evaluates assigned certificated and/or classified staff to provide special education services and coordinate activities for students with disabilities and their families within South County SELPA and other regional programs.
- Attends various professional meetings to remain current concerning trends in the field.

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying

statistical methods to large datasets; using a programming language like R or Python to create reproducible analyses of datasets; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; and coordinating with other agencies.

KNOWLEDGE is required to perform statistical analysis, algebra and/or geometry; clean, explore, visualize, model, and communicate information about datasets; 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; teaching strategies; working with families; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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; work with 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 varied types and/or purposes; and utilize a variety of types of job-related equipment. Critical thinking and interpersonal skills are required to work with district management to listen and distill questions into meaningful and answerable data science questions; Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is sometimes required to perform the job's functions. There is 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. The job generally requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of special education experience, including a minimum of two (2) years in an administrative capacity in an educational setting.

Education: A bachelor's degree in education, education administration, or other closely related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, education administration, or other closely related field, and five (5) years of special education experience, including a minimum of two (2) years in an administrative capacity in an educational setting.

Required Testing

N/A

Certificates

Valid CA Administrative Services Credential; and

(a) Valid CA Education Specialist or equivalent credential; or,

(b) Valid CA Pupil Personnel Services Credential with an emphasis in School Psychology; or,

(c) Valid CA Clinical Rehabilitation Services Credential; and,

Valid CA Driver's License

Continuing Educ./Training

As needed to maintain required certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance


FLSA Status: Exempt

Salary Range: Certificated Management Grade 47

Established: 9/2018

Revised: N/A

Approved:



Dr. Olivier Wong – Assistant Superintendent, Human Resources