

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **Program Administrator, SELPA**

##### **Purpose Statement**

The Program Administrator, SELPA manages an assigned service delivery region or program that serves students with disabilities, including supporting activities of the Special Education Resource Lead grant.

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##### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

##### **Representative Duties:**

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.

##### **Essential Functions**

- Chairs and participates in 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 and implementation of a to project or program goals.
- Collaborates with other program management personnel for program-wide or state-wide planning and implementation of activities of grant project deliverables.
- Collects and analyzes data (e.g., 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.
- Researches requirements, collects, analyzes, and submits required data; coordinates activities with educational partners to ensure proper collection, analysis, and submission of compliance data, and serves as a mentor regarding compliance procedures.
- Maintains calendars and schedules for professional and support staff to ensure that services are provided within established timeframes and in compliance with related requirements and project deliverables.
- Creates professional learning tools and resources for use throughout the state for schools and district staff, families, students, and community partners.
- Provides professional learning opportunities throughout the state for schools and district staff, families, students, and community partners.

- Plans and coordinates staff development programs 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 SELPA, as assigned, to other agencies, and at local, regional, state, and/or federal levels to participate in and/or facilitate inter-agency activities, agreements, and broader planning efforts.
- Serves as a liaison to community agencies 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 grants and research projects.
- Performs personnel administrative functions for assigned certificated and classified staff.
- 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**

#### **Knowledge and Abilities**

##### **KNOWLEDGE OF:**

Research-based strategies for effective instructional leadership;  
 Coherent systems reflected in high achieving districts and schools that support improvement;  
 Coaching strategies;  
 Adult learning theory and supports;  
 Impact data collection and analysis;  
 Complex implementation initiatives of multiple schools across a district or multiple districts throughout a region.  
 Techniques in interpreting highly technical student data information  
 Pertinent laws, codes, policies, and/or regulations;  
 Personnel processes and administration;  
 Stages of child development.

##### **ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Work with a significant diversity of individuals and/or groups;

Work with data of varied types and/or purposes;  
Communicate effectively orally and in writing;  
Analyze issues and create action plans;  
Establish and maintain effective working relationships;  
Meet deadlines and schedules;  
Plan and conduct professional development/training;  
Maintain confidentiality.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

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, Licenses, Credentials**

Valid CA Administrative Services Credential; and one of the following:

Valid CA Education Specialist or equivalent credential; or CA Pupil Personnel Services Credential with an emphasis in School Psychology; or a CA Clinical Rehabilitation Services Credential

Valid CA Driver's License

Continuing Educ./Training

As needed to maintain required  
certificates and/or licenses

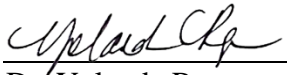
Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 047

Established: 8/2023

Approved:   
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Dr. Yolanda Rogers  
Assistant Superintendent, Human Resources

Revised: N/A