

**Tri-Valley Special Education Local Plan Area (SELPA)
Director**

JOB DESCRIPTION

CLASSIFICATION TITLE: Senior Director, Special Education Local Plan Area (SELPA)

REPORTS TO: Tri-Valley Joint Powers Board

DESCRIPTION:

The fundamental role of the SELPA Director is to provide leadership and facilitate the decision making process. The SELPA Director's role includes the provision of information and specific services identified by the Tri-Valley Joint Powers Board and Tri-Valley Special Education Directors Council. It is the SELPA Director's responsibility to represent the interests of the SELPA as a whole without promoting any particular local education's interest over the interest of any other agencies. In the event there are differences of opinions and/or positions on issues, it is the SELPA Director's responsibility to mediate a reasonable resolution of the issue(s).

The Tri-Valley Joint Powers Board, in collaboration with the Tri-Valley Special Education Directors Council and Superintendents or designee, shall be responsible for the selection, direction, discipline, and annual evaluation of the SELPA Director. The Tri-Valley Joint Powers Board shall be assisted in the hiring and selection process by the Tri-Valley Special Education Directors Council and Superintendents or designee.

The SELPA Director is subject to the Administrative Unit's policies and procedures for day to day operations, but receives direction from, and is responsible to, the Tri-Valley Joint Powers Board and Tri-Valley Special Education Directors Council. The SELPA Director is evaluated annually by the Tri-Valley Joint Powers Board with direct feedback from the Tri-Valley Special Education Directors Council and Superintendents or designee.

PERFORMANCE RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Plan and administer the human and monetary resources of the SELPA programs and services to ensure that special education aims, goals, and objectives are accomplished within prescribed priorities, time limitations, and funding;
- Coordinate and communicate effectively with superintendents, business officials, special education directors, charter school administrators, and school board liaisons regarding the planning, organizing, and administering of the programs and services;
- Plan, coordinate and collaborate with local, county, state, and federal agencies in the development and implementation of programs, operational service policies, and guidelines;
- Plan, develop, and administer SELPA operational budgets, including expenditure control processes;

- Negotiate, monitor, and review interagency services and operational agreements and program funding with district officials and state and federal agencies;
- Plan, prepare, and present information on special education plans, agreements, and state and federal compliance issues to school boards;
- Plan, organize, and facilitate the SELPA governance councils to discuss and evaluate program policies, procedures, and service delivery models;
- Provide leadership and take an active role in the interpretation and implementation of state and federal legal mandates and regulations;
- Plan, organize, and maintain management information systems, which include the SELPA special education population and student attendance for use in planning budgets and providing student information required by state, federal, and local agencies;
- Act as a liaison to the Community Advisory Committee and to parents in the SELPA;
- Propose and recommend language concerning legislation to address the needs of special education and SELPA problems and issues;
- Plan, organize, and direct research and development activities in the design and implementation of new special education programs and services;
- Manage, supervise, and evaluate the performance of technical and clerical personnel to ensure compliance with division policies and operational objectives;
- Provide training and technical assistance to district and SELPA programs as well as the community at large.

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education and special education programs and services;
- Principles, practices, methods, and trends of the organization and management of the SELPA programs and projects;
- Federal, state, and county laws, codes, and regulations concerning special education and SELPA operations;
- Evaluation strategies and techniques for determining the operational effectiveness of the SELPA programs and services;
- Principles and techniques of budget preparation and fiscal administration;
- Human relations and conflict resolution strategies and team-building techniques.

Ability to:

- Analyze, assess, and interpret statistical and programmatic data and apply gained insight into program and service administration and supervision;
- Analyze complex problems, develop solutions, and make effective decisions;
- Communicate effectively in oral and written form;
- Establish and maintain effective working relationships;
- Exhibit an understanding and ability to work effectively in diverse situations reflective of the communities served.

Required Qualifications:

- Master's Degree
- Five or more years of increasingly responsible and varied administrative experience in special education;
- Appropriate Special education credentials;
- California Administrative Services credential;
- Public school district experience required.