ADMINISTRATOR, SPECIAL EDUCATION

Basic function
To provide administrative leadership to all Special Education programs and services provided by the Santa Barbara County Education Office (SBCEO) in accordance with federal and state regulations.

Supervision
Directly responsible to the Associate Superintendent, Special Education.

Representative duties

- Direct and supervise the operation of SBCEO-operated special education programs: Early Start, Preschool, Regional Special Day Classes, Center for Therapeutic Education, Juvenile Court & Community School special education services, Direct Service District special education services, School Psychologist, School Nurse and all designated instructional services.
- In the absence of the Associate Superintendent, assume direct responsibility for the oversight and administration of all countywide special education programs.
- Assist the Associate Superintendent, Special Education and Special Education Coordinator(s) in direct supervision, coordination and evaluation of other certificated staff (including Coordinators, School Psychologists, School Nurses, teachers and other designated instructional services staff) and classified staff (including clerical and accounting staff, classified managers and instructional assistants.)
- Direct the activities of the Special Education Support Services (SESS) with school districts in the County, and consult with district administration regarding program needs and placement of individual children; respond to school district needs regarding the Special Education Support Services and County-operated programs, and provide information as to the functioning of the Special Education Support Services.
- Assist with budget development and revisions, writing and monitoring grants and oversight of Medi-Cal billing.
- Provide direct and indirect support to districts of Santa Barbara County in the area of special education services including behavior management, student data analysis, alternate assessment and alternate curriculum.
- Direct and coordinate county-wide responsibilities such as Child Find, Non-Public Schools/Non-Public Agencies master contracts, notices on services to children in private schools, complaint and due process assistance.
- Direct and coordinate countywide staff development and training activities for special education.
- Serve on a variety of countywide interagency committees.
- Develop, monitor, and coordinate the implementation of interagency agreements and quality control reviews in collaboration with districts and the SELPA.
- Serve as a member of the Special Education Support Team to assist in the coordination of Special Education Services.
- Serve as representative to the Special Education Local Plan Area (SELPA) coordinating committee.

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- Act as parent/child advocate; coordinate services with community agencies; provide information and respond to service requests to cooperatively deliver services to individuals with exceptional needs.
- Make recommendations relative to the selection and placement of personnel for all special education programs.
- Perform other duties as assigned.

Qualifications
Possession of a valid California Administrative Credential; verification of CBEST clearance.
Possession of a valid California Driver's License.
Master's Degree in education or related field. A doctorate in education is desirable.
Experience and/or training appropriate to fulfill requirements of the position.

Management Salary Schedule: Range 31
Revised 6/2023