

Under the direction of the Special Education Local Plan Area (SELPA) Governing Board, provide leadership, guidance and administrative support to the Special Education Local Plan Area (SELPA) operations; organize, and direct activities, personnel and services to assist SELPA LEAs in meeting the needs of students with disabilities; coordinate and direct communications, information, personnel, resources, training and staff development functions; prepare and monitor budgets to support the efforts of SELPA LEAs, enhance student learning and achievement and assure smooth and efficient department activities.

#### EDUCATION AND EXPERIENCE:

- Five (5) years of certificated experience in public or private schools in an administrative capacity in special education or related experience.
- Advanced training and experience in Special Education, both as a teacher/specialist and administrator, as well as leadership experience at the school site and district or county levels.
- Master's Degree or Doctorate.

#### LICENSES AND OTHER REQUIREMENTS:

- California Administrative Services credential.
- Education Specialist Teaching Credential and/or Pupil Personnel Services Credential.
- Function as a member of the interdisciplinary educational services team in the county; serve as a member, primary staff, and resource to the SELPA Governing Board;
- Plan, organize, control and direct SELPA operations, activities and services to assist SELPA LEAs in meeting the needs of students with disabilities;
- Provide strong local leadership and direct the regional activities of the SELPA. Serve as liaison between the SMCOE, LEAs, outside agencies, officials and community groups; provide leadership, guidance and administrative support to the SELPA;
- Work in partnership with divisions within SMCOE, including but not limited to the Center for Access and Engagement, the LCAP team, the Business Department, etc., to meet SMCOE and countywide outcomes for students;
- Monitor, analyze and adjust regional services in response to student needs, learning and achievement; interpret, coordinate and direct the implementation of the Local Plan;
- In partnership with LEA members, advocate for all children eligible under IDEA to have access to appropriate Special Education supports and services via a continuum of program options within the SELPA;
- Coordinate a system of procedural safeguards, administrative policies, and guidelines necessary to implement policies affecting SELPA, including due process; submit recommendations to the SELPA Governing Board for approval as needed [E.C. 56205(a)(12)(B)];
- Develop and prepare the annual preliminary SELPA budget; determine budget priorities; analyze and review budgetary and financial data; control and authorize expenditures in

accordance with established limitations; coordinate the disbursement of state and federal funds related to SELPA;

- Rights of students with special needs and their families;
- Data management requirements and methods relative to special education and SELPA;
- Public speaking and group facilitation techniques;
- Budget preparation and control; fiscal projections and analysis;
- Grant writing.

**SKILLS AND ABILITIES TO:**

- Work effectively with the SELPA Governing Board and as part of the Administrative Team;
  - Support LEA members of the SELPA by providing guidance, technical expertise and advisory assistance;
  - Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups;
  - Demonstrate tact, patience and courtesy at all times;
  - Analyze budgets and make effective fiscal presentations and recommendations;
  - Develop and recommend short-term and long-range plans;
  - Manage personnel, budgets, and logistics efficiently and effectively;
  - Facilitate collaborative conversations with partners, synthesize data, develop clear plans, and implement effectively;
  - Investigate and resolve issues, conflicts, and complaints in a timely manner with positive results;
  - Analyze situations accurately and adopt an effective course of action;
  - Provide consultation and technical expertise concerning student programs and services;
  - Meet deadlines and establish priorities in a fast-paced work environment;
  - Communicate effectively orally and in writing;
  - Develop, supervise, and evaluate staff.
- 
- Indoor office environment;
  - Travel to multiple locations to perform job duties.
- 
- Use and manipulate a computer keyboard and other office equipment;
  - Read a variety of materials;
  - Sit and stand for extended periods of time.