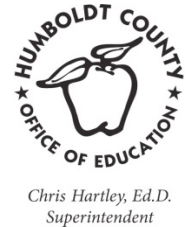


Humboldt County Office of Education

SELPA DIRECTOR FOR HUMBOLDT/DEL NORTE COUNTIES
Management



Position Summary

Under the general direction of the Humboldt-Del Norte Special Education Local Plan Area (SELPA) Policy Council, with the HCOE Superintendent serving as the Administrative Unit, the SELPA Director oversees the implementation of the adopted SELPA plan and works to assure the legal compliance of all district members relative to SELPA Plan policies and applicable state and federal laws. The SELPA Director is responsible for conducting evaluation studies, recommending necessary program modifications, and working collaboratively with member districts to insure that a full continuum of program options is available to serve children identified as needing special education services. The SELPA Director is responsible for implementing a comprehensive array of inservice programs designed to support both county-operated and local district special education instructional programs. The SELPA Director serves as a liaison between the SELPA and other special education programs on a regional and statewide basis. Budget development and monitoring is a shared responsibility of the SELPA Director working in cooperation with the members of the SELPA Policy Council and in consultation with HCOE Business Department staff.

Minimum Qualifications

1. Possess an appropriate California Administrative Credential.
2. Demonstrate competence in communicating effectively with staff, district personnel, members of the public, and representatives of other local, state and federal agencies.
3. Possess a valid California Driver's License or otherwise insure ability to attend to duties at multiple worksites during the day.
4. Possess at least eight (8) years successful supervisory or administrative experience, including at least three (3) years in a responsible site or central office special education administrative capacity.
5. Have developed particular expertise in special education program planning and familiarity with a broad range of educational law.
6. Demonstrate strong leadership, organizational, communication, and human relations skills, including the skills of mediation and group consensus building.
7. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff and program evaluation, and special education program administration.

Examples of Duties and Responsibilities

1. Assumes a lead role in the planning, implementation and evaluation of all special education programs and services within the SELPA.
2. Adheres to the Humboldt-Del Norte SELPA Local Plan policies, regulations and procedures.
3. Oversees the submission of local, state and federal required reporting documents including special education pupil counts, Maintenance of Effort, and annual budget reports, etc.

4. Serves as the Secretary to the SELPA Superintendent's Policy Council and assists the chairperson in developing the agenda and minutes of the meeting.
5. Plans, submits for approval, and monitors the annual budget and service plan for the SELPA.
6. Supervises and evaluates assigned low incidence teachers, Educationally-Related Mental Health Service providers, and SELPA management and classified personnel. Plays a key role in the selection, placement, and professional development planning for SELPA staff members.
7. Serves as a member of the Superintendent's Leadership Council.
8. May be called upon to assist an IEP (Individualized Education Plan) team with designing student assessment, individualized instructional plan design, implementation and progress.
9. Provides in-service training to SELPA Policy Council members, administrators, support staff, and general and special education teachers throughout the SELPA.
10. Provides mediation services and other program-related consultation when requested by a district member of the SELPA.
11. Provides information to parents, administrators, teachers and agency personnel in the SELPA regarding existing resources available to children and families.
- 12.. Acquires and disseminates information regarding innovative instructional methods/techniques to enhance SELPA services.
13. Coordinates the SELPA Community Advisory Committee (CAC).
14. Coordinates program delivery and student transition with district special education program administrative personnel and staff members from various community agencies including the regional center and county mental health.
15. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district, office and SELPA policies, regulations and procedures.
16. Maintains current knowledge of laws, regulations and procedures related to programs and services for disabled students.
17. Maintains professional competency by actively engaging in employer directed in-service activities and other similar opportunities provided to staff.
18. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
19. Effectively communicates with staff, parents and agencies.
20. Attends regular and special staff meetings and actively participates as a member of the educational team.
21. Responds effectively to the input from, and coordinates tasks with, district/school personnel as required by assignment.

22. Participates in interagency relationships including consultation and assistance in the development and implementation of interagency agreements.
23. Oversees coordinated compliance reviews and necessary training.
24. Provides guidance in Local Plan revision process.
25. Oversees SELPA Policy Council Ad Hoc Committees and standing committees such as the Program Options and ED Committees.
26. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
27. Prepares and manages assigned budget.
28. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
29. Performs other assigned duties.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as SELPA Director provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

Schedule B/Class 4

Reviewed: 09/29/17