

## Application Procedure

An application will be considered complete upon receipt of the following documents no later than **July 5, 2023**, at 4:00 p.m.

- ❖ A letter of intent summarizing one's candidacy, qualifications, and interest in the position
- ❖ A professional resumé
- ❖ A certificated management application form completed as instructed (not required of current HCOE staff). Applications can be submitted online or downloaded from the Humboldt County Office of Education's website at [hcoe.org/employment](http://hcoe.org/employment) or contact the Personnel Department for applications, job description, and assistance at (707) 445-7039.
- ❖ 3 to 5 current letters of recommendation

### All application materials are to be submitted online or sent to:

Jenny Bowen, Personnel Director  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501  
(707) 445-7039  
[jbowen@hcoe.org](mailto:jbowen@hcoe.org)

Inquiries are encouraged by interested parties, and should be directed to Jenny Bowen, Personnel Director.

### Application Deadline

Priority Consideration and First Review:

**Wednesday, July 5, 2023 • 4:00 p.m.**

Scan to view job  
posting and  
other details!



Humboldt County, best known for its beautiful redwoods, fishing and an abundance of working artists, is located about 285 miles north of San Francisco and about 70 miles south of Oregon. The major industries include forest products, agriculture, fishing, and tourism. Both Cal Poly Humboldt and College of the Redwoods greatly contribute to the cultural and educational opportunities of the county. With moderate coastal climate, good air quality, and great recreational opportunities, Humboldt County is truly a delightful place to live and work.

### For additional information on Humboldt County please check these Internet links:

**Humboldt Online Guide**  
<http://www.humguide.com>

**Convention & Visitors Bureau**  
<https://www.visitredwoods.com/>

**Humboldt County Office of Education**  
<https://www.hcoe.org>

**Cal Poly Humboldt**  
<https://www.humboldt.edu>

**College of the Redwoods**  
<https://www.redwoods.edu>



HUMBOLDT DEL NORTE  
**SELPA**  
Special Education Local Plan Area

The  
**HUMBOLDT COUNTY  
OFFICE OF EDUCATION**

*is accepting applications  
for the position of:*

**EXECUTIVE DIRECTOR –  
HUMBOLDT-DEL NORTE  
SELPA**

 Humboldt County  
Office of Education

## Call for Applications

The Humboldt County Office of Education (HCOE) is seeking a highly qualified professional educator to join its management team in the position of Executive Director/Humboldt-Del Norte SELPA. While this position is an employee of the Humboldt County Office of Education, they will also be responsible to the SELPA Policy Council for overall supervision and management of the Special Education Local Planning Area (SELPA).

## Position Description

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 Executive 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 Executive Director is responsible for conducting evaluation studies, recommending necessary program modifications, and working collaboratively with member districts to ensure that a full continuum of program options is available to serve children identified as needing special education services.

The Executive 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 Executive Director serves as a liaison between the SELPA and other special education programs on a regional and statewide basis.

The Executive Director assists in the management of all special education related services provided by HCOE to the Humboldt-Del Norte SELPA, including all regional-level services, pupil personnel services, low incidence, and professional development. Budget development and monitoring is a shared responsibility of the Executive Director working in cooperation with the members of the SELPA Superintendents' Policy Council, other HCOE special education managers, and in consultation with county business department staff.



## Minimum Qualifications

- ❖ California Administrative Credential required.
- ❖ Demonstrate competence in communicating effectively with staff, district personnel, members of the public, and representatives of other local, state, and federal agencies.
- ❖ Possess a valid California Driver's License or otherwise ensure ability to attend to duties at multiple worksites during the day.
- ❖ Multiple years of successful supervisory and/or administrative experience, including responsible site or central office special education program management.
- ❖ Have developed particular expertise in special education program planning and familiarity with a broad range of educational law.
- ❖ Demonstrate strong leadership, organizational, communication, and human relations skills, including the skills of mediation and group consensus building.
- ❖ Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff and program evaluation.

## Salary and Fringe Benefits

- ❖ Salary Range: \$130,270-\$162,836\*
  - ❖ Masters: \$1,250
  - ❖ Doctorate: \$1,500
  - ❖ 220 work days per year
  - ❖ Employer-paid family health, dental, and vision insurance benefits
  - ❖ Paid educational association membership
- \*Placement based on background and experience*

## Selection Process

- ❖ Completed application packets will be screened by a committee which will select the best qualified candidates to invite to an initial interview.
- ❖ Initial interviews will be conducted by an administrative panel and a community panel, who will evaluate and rate candidates.
- ❖ A background review will be conducted on the top candidates from the interviews.
- ❖ A second round interview may also be conducted before final appointment.
- ❖ Initial in-person interviews tentatively planned for **mid-July**.