

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: DIRECTOR – SPECIAL EDUCATION**

### **BASIC FUNCTIONS:**

Under the direction of the Deputy Superintendent – Student Services, plan, organize, direct and coordinate the activities and functions of Special Education/SELPA program and services, develop assigned budgets.

### **REPRESENTATIVE DUTIES:**

Plan, organize and direct the activities and functions of the SELPA; serve as Case Manager during legal inquiries; assure Special Education programs and services are provided for individuals with exceptional needs. **E**

Develop annual income and expenditure budgets for the Special Education Local Plan Area (SELPA). **E**

Submit waivers necessary for the implementation of the SELPA Local Plan. **E**

Develop administrative rules and regulations necessary to implement policies affecting SELPA; submit recommendations to the SELPA Council for approval as needed. **E**

Communicate information through meetings and presentations on trends and quality practices in Special Education. **E**

Supervise automobile and building maintenance; coordinate facilities use; participate in planning Special Education building projects; develop and maintain related budgets. **E**

Plan, schedule and conduct staff meetings and staff development for the Special Education department. **E**

Supervise and evaluate Special Education personnel; select, hire, schedule, assign, terminate and discipline employees according to established procedures. **E**

Update and maintain the SELPA Local Plan. **E**

Participate in State-level SELPA meetings and provide information as appropriate. **E**

Approve purchases for low incidence materials, equipment and services. **E**

Direct, observe and consult with instructional staff on classroom strategies and methods; participate in analysis and assessment of student needs; participate in Individual Education Plan (IEP)'s as needed. **E**

Make administrative placements for transferring individuals with exceptional needs. **E**

Coordinate meetings with representatives of non-public schools and agencies to define educational services needed for eligible students, develop and maintain contracts for cost and services. **E**

Serve as executive secretary to the SELPA Executive Committee and SELPA Council; prepare agendas and information for meetings and submit minutes for approval. **E**

Serve as liaison between the SELPA Executive Committee and the Community Advisory Committee; serve as liaison to the California Department of Education, Department of Mental Health, Department of Health and Human Services, California Children's Services, Alta Regional, and other agencies in accordance with interagency agreements. **E**

Identify unmet student needs and pursue grant funding or other resources to support the enhanced services. **E**

Develop administrative rules and regulations necessary to implement policies affecting SELPA; submit recommendations to the SELPA Council for approval as needed. **E**

Serve as liaison between the SELPA Executive Committee and the Community Advisory Committee; serve as liaison to the California Department of Education, Department of Mental Health, Department of Health and Human Services, California Children's Services, Alta Regional, and other agencies in accordance with interagency agreements. **E**

Identify unmet student needs and pursue grant funding or other resources to support the enhanced services. **E**

Consult with private schools in SELPA Local Plan Area to determine services that will be delivered to students on Individual Service Plans. **E**

Serve as a resource for district Special Education components of all required monitoring and verification reviews and procedures to meet Federal, State and local requirements; implement, monitor and report Special Education corrective actions. **E**

Gather necessary information for the Office of Civil Rights (OCR), due process and/or complaint findings; implement and monitor corrective actions of rulings of OCR, fair hearing, due process and complaints. **E**

Prepare documentation and self-review for Categorical Program Monitoring (CPM). **E**

Gather data required by the SELPA, the County Office, CDE, and the Federal Government; prepare and submit reports as directed. **E**

Participate in State-level SELPA meetings and provide information as appropriate. **E**

Report issues concerning Special Education to the Deputy Superintendent; establish committees to address ongoing concerns and needs of the SELPA. **E**

Provide leadership for countywide activities; participate in development and implementation of the Strategic Plan for the County Office. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Federal and State laws, Education Code, Title V's and the legislative process  
Federal and Supreme Court decisions and due process hearing decisions related to Special Education  
Budget preparation and control  
Modern office practices, procedures and equipment  
Oral and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Plan, organize, direct and coordinate the activities and functions of the SELPA  
Develop assigned budgets  
Communicate effectively both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Prepare comprehensive narrative and statistical reports  
Direct the maintenance of a variety of reports and files related to SELPA  
Lift and carry objects weighing up to 40 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Master's degree or Bachelor's degree in education or related field and five years experience in the administration of special education or related activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching or Services Credential  
Valid California Administrative Services Credential  
Valid California driver's license

**WORKING CONDITIONS:**

ENVIRONMENT:

Office  
Constant interruptions  
Multiple schools and office sites

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Analyze situations accurately and adopt an effective course of action  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Management - Certificated

**FLSA Status:** Exempt

**Salary Schedule:** 102

**Approval Date:** September 2021