

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR-SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

BASIC FUNCTION:

Under the direction of the Executive Director-SELPA, assists in the implementation of the SELPA Local Plans; provides technical assistance and support, including legal mandates, data analysis, online tools and research on data driven evidence-based practices, to SELPA member local Education Agencies (LEAs) regarding program development, parent engagement, and instructional strategies; supports LEAs, as needed, in making educational placements in alignment with the mandates outlined in Individual with Disabilities Education Act (IDEA).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the identification, planning, and implementation of policies and procedures to support SELPA activities;

Assists in the training, implementation and monitoring of Alternative Dispute Resolution Programs;

Conducts Alternative Dispute Resolution (ADR) Activities, including, but not limited to, conducting Facilitated IEP meetings, local mediation, training for district staff, parents, Community Advisory Committees (CAC), and parent groups;

Monitors in-state and out-of-state Non-public School (NPS) placements consistent with Ed Code 56366.1;

Coordinates with member LEAs to implement Evidence-Based Practices (EBPs) and improve teaching practices;

Collaborates with state agencies (i.e., California Department of Education, California Collaborative for Education Excellence) to implement system-wide changes and improve outcomes for SWDs;

Collaborates with statewide systems of support (SELPA System Improvement Lead and Content Leads), to create LEA-specific projects, including but not limited to, disproportionality, accessibility, /inclusion/Least Restrictive Environment, transition, and implementation of evidence-based practices;

Participates in SELPA CAC meetings to support CACs in implementing responsibilities consistent with Ed Code 56194;

Conducts SELPA-LCAP consultations with SCCOE and districts consistent with Ed Code 52062(a)(5) and 52068(a)(5);

Conducts activities to assist LEAs in meeting Special Education Annual Performance Indicator targets;

Participates in Local Plan Committee meetings to complete annual and triennial submissions of Local Plan sections to CDE consistent with Ed Code 56195.1 & 56205;

COORDINATOR – SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) continued**Page 2**

Assists with CALPADS data monitoring and tracking to report accurate data that affects distribution of Special Education funds and monitoring activities;

Provides technical assistance and advises LEAs in matters related to compliance complaints, mediations, and due process hearings;

Provides interagency liaison services between LEAs, NPS, county -operated programs and other programs to ensure appropriate educational services to students with disabilities;

Plans and coordinates the development of SELPA-wide professional development programs;

Serves as a resource and liaison to IEP teams regarding placement consideration in unique and difficult cases;

Coordinates SELPA-wide needs assessment for the purpose of gathering information for professional development activities;

Provides training and consultation on the use of new and innovative methods, strategies, and materials that enhance the education progress of special education students;

Provides and coordinates information and training to parent groups and community agencies regarding Special Education programs, services, and procedures;

Advises and assists LEAs in completing CDE-compliance, improvement, and monitoring activities (i.e., Special Education Plans, Disproportionality, Significant Disproportionality);

Maintains professional competence through participation in professional development and professional growth activities;

Assists in the management of assigned budgets.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, theories, standards, practices, and procedures involved in enhancing learning and achievement for students with disabilities;

Alternative Dispute Resolution (ADR) continuum, systems, processes, and procedures;

CDE-monitoring and compliance activities (i.e., Special Education Plans, Disproportionality, Significant Disproportionality);

Effective evidence-based instructional techniques and strategies for students with disabilities;

Special Education processes and procedures and continuum of program options;

Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of SELPA students;

Local, State and Federal standards and requirements governing special education and IDEA;

Recent developments, current literature, and sources of information related to special education services, planning, and administration;

Local, State and Federal standards and requirements governing transition from Part C to Part B (Early intervening services to school age services);
 Special education funding model;
 Common Core State Standards;
 Web-based IEP systems (e.g., SIRAS, SEIS) and CALPADS information systems;
 Statewide systems of Supports;
 Special Education program operations and provision of education services for students from birth to 22 years of age;
 Grant application processes and management;
 California Common Core Connectors;
 Practices and procedures related to the teaching profession;
 Record-keeping and report preparation techniques.

ABILITY TO:

Facilitate groups in planning, problem-solving and decision-making;
 Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic, and social backgrounds;
 Design and implement oral presentation and online trainings/courses or other visual presentations;
 Interpret, apply, and explain laws, codes, regulations, policies, and procedures;
 Communicate effectively orally and in writing;
 Apply appropriate interpersonal skills such as tact, patience, and courtesy;
 Maintain confidentiality of organizational information;
 Analyze situations accurately and identify potential effective course of action;
 Maintain records and prepare reports;
 Resolve conflicts with positive results in a timely manner;
 Meet schedules and timelines;
 Work independently with little direction;
 Provide staff development and technical assistance of assigned staff;
 Plan and organize work to meet deadlines;
 Prepare and maintain various records, reports, and files;
 Utilize computerized information systems, data base and word processing software.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in Special Education, Education, Psychology, or related field from an accredited college or university; minimum 5 years teaching and/or relevant work experience in special education; increasingly responsible administrative/coordination experience working with educational programs and services.

LICENSES AND OTHER REQUIREMENTS

Valid Administrative Services Credential
Valid Teaching Credential in Special Education or related field
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office or classroom environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer;
Seeing to read fine print, prepare and proofread documents;
Use and manipulate a computer keyboard and other office equipment;
Sit and stand for extended periods of time;
Ability to drive or travel to LEAs and NPS partners throughout greater Bay Area.

Approved:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p><small>DocuSigned by:</small> <i>Larry Oshodi</i> <small>84A286968D5B4A4...</small></p> </div> <div style="text-align: right;"> <p>3/6/2022 6:03 PM PST</p> </div> </div>
	<div style="text-align: left;"> <p>Larry Oshodi Assistant Superintendent-Personnel Services</p> </div> <div style="text-align: right;"> <p>Date</p> </div>
Authorized:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p><small>DocuSigned by:</small> <i>Mary Ann Dewan</i> <small>72890FFD1FF52493</small></p> </div> <div style="text-align: right;"> <p>3/6/2022 1:48 PM PST</p> </div> </div>
	<div style="text-align: left;"> <p>Mary Ann Dewan, Ph.D. County Superintendent of Schools</p> </div> <div style="text-align: right;"> <p>Date</p> </div>