

SANTA CLARA COUNTY OFFICE OF EDUCATION

JOB TITLE: EXECUTIVE DIRECTOR - SELPA

BASIC FUNCTION:

Under the direction, supervision and evaluation of the Superintendent's Representative Council, plans, organizes, controls and directs the Local Plans for the five (5) assigned SELPA's (two single district and three multi-district SELPAs) in NW Santa Clara County; allocates and monitors Special Education funds; provides input to district administrators regarding staff development and program development and review; serves as liaison to State and federal agencies; establishes, organizes and conducts the business of related executive councils; supervises and evaluates the performance of assigned personnel (see attached Local Plan).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs Special Education local plans for the five (5) assigned SELPA's; coordinates and facilitates the development of a new Local Plan for each as necessary; interprets laws, rules and regulations; establishes and implements procedures to assure compliance.

Serves as secretary and ex-officio member of the SELPA Superintendent's Representative Council and the five (5) Executive Councils; develops, proposes and maintains policies and procedures for Executive Council's to review and adapt; coordinates assignments from each of the SELPA Executive Councils.

Acts as liaison between and among the five (5) SELPAs, the State Department of Education, Superintendent's Representative Council, Executive Council, Operations Committee, Santa Clara County Office of Education, Federal Departments and elected government officials.

Attends and conducts a variety of meetings as assigned; develops agendas and chairs meetings of the North West (NW) Santa Clara County Special Education directors; directs the five SELPA Operations Committees; represents the NW Santa Clara SELPA's at State and national activities.

Implements the regionalized services of the five SELPAs; administers staff development programs, coordinates program reviews, supervises data collection, information management and reporting, coordinates curriculum and program development and coordinates the monitoring of Local Plan implementation through program review; assists in the identification of special education program and service needs of the SELPAs.

Provides technical expertise, information and assistance to the Superintendent's Representative Council regarding assigned activities; assists in the formulation and development of standards, policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Assists the Community Advisory Committees (CAC) for each of the five (5) SELPAs and advises them on the proper role and function of the CAC; facilitates interaction among the CAC and program operations within various districts.

Assists in the development and preparation of the annual budget plan for each SELPA and the annual SELPA AU operations budget; oversees the allocation and distribution of funds to LEAs for the operation of special education programs and services; oversees the completion of fiscal reports for each of the five (5) SELPAs and individual districts in accordance with State priority criteria and Education Code Sections 56220 (c) (1), 56368, and 56780; monitors the appropriate use of federal state, and local funds allocated for special education programs and oversees the preparation and submission to the State Department of Education all reports required for each SELPA [56205(a)(12)(D)(ii)(IV)]; communicates updated fiscal information from

state SELPA meetings monthly.

Coordinates the Management Information System for reporting student program and fiscal data to local, State and federal agencies; provides technical assistance to district staff; coordinates the web-based IEP system and provides technical assistance to district staff.

Assists in the development of and coordinates the implementation of agreements and contracts with non-public schools and agencies providing services to students with disabilities.

Coordinates the funds for low incidence services, equipment and materials in accordance with established procedures.

Communicates with other administrators, parents, special education directors, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provides input to organizations on special education legislation; participates in conflict resolutions between parents and districts regarding the provision of special education services; provides technical assistance to LEAs in due process and complaint procedures.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Works closely with the County Superintendent to coordinate, articulate and support initiatives as they relate to SELPA and students with special needs.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Local Plan for assigned SELPAs;
California Special Education funding system;
Budget preparation and control;
Data collection analysis and control;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize, control and direct the Local Plan for assigned SELPAs;
Allocate and monitor Special Education funds;
Provide input to district administrators regarding staff development and program development and review;
Serve as liaison to State and federal agencies;
Establish, organize and conduct the business of related executive councils and advisory committees;
Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Analyze situations accurately and adopt an effective course of action;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Prepare comprehensive narrative and statistical reports;
 Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years increasingly responsible related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Special Education or Pupil Personnel Credential
 Valid California Administrative Services Credential
 Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office 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 keyboard;
 Seeing to read a variety of materials

Approved: Anisha Munshi 7/9/18
 Anisha Munshi, Ed.D. Date
 *Director-Human Resources/Certificated

*Authorized by the County Superintendent of Schools Mary Ann Dewon 7/9/18

Revised: 2/6/13
 Revised: 2/26/16 Changed *Chief Schools Officer* to *Deputy Superintendent*
 Revised: 7/6/18 Title changed from Director-SELPA to Executive Director-SELPA
 Deputy Superintendent changed to County Superintendent