

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – SELPA

BASIC FUNCTION:

Under the direction of the SELPA Executive Director, plans, develops and supervises Special Education Local Plan Area (SELPA) projects and activities to support and provide quality service to SELPA member LEAs; aligns and executes key functions for strategy planning, organizational development, and service improvement; plans, organizes, and manages the program budget, grant applications and implementation, contracts, administrative systems, and event coordination; assists in the planning, development, coordination, and implementation of comprehensive SELPA professional development offerings; coordinates and directs personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organizes and directs office operations and activities in support of an assigned department; performs highly complex, confidential, and detailed administrative functions; establishes and maintains office timelines and priorities; reviews documents, activities, and procedures to assure compliance with established laws, codes, rules, regulations, ordinances, policies, and procedures; interprets and communicates SCCOE policies, procedures, initiatives, priorities, and projects.

Plans, organizes, and directs support service areas of the SELPA, including administrative systems, contract management, grant oversight, technology, and web support.

Collaborates and works closely with SELPA member LEAs, County Office departments, Community Advisory Committees, and community partners to plan, organize, and manage outreach activities for SELPA; develops and maintains assigned websites and other social media.

Coordinates, directs, and implements financial activities to ensure efficient office operations; oversees the review, evaluation, maintenance and adjustment of related funds, budgets, and accounts to assure the accurate accounting of funds; directs activities related to the collection of revenue and disbursement payments; develops program contracts and manages the processing of all vendor and legal contracts for the SELPA; assists in the budgetary oversight of agreements.

Collaborates with administrators, personnel, and outside organizations to coordinate activities, programs, and special projects

Acts as a liaison between SCCOE, SELPA, member LEAs, community members, elected officials, and constituency groups; works with SELPA member LEAs and the community to support the work of SELPA;

builds and maintains collaborative relationships with partners; participates in community and County Office committees and workgroups to support the work of the SELPA.

Coordinates Local Plan committee meetings and invites all required attendees as per CDE requirements; coordinates the completion of all sections of the Local Plan for each SELPA; meets Education Code posting requirements; obtains signatures from LEA Superintendents, CAC Chairpersons, and other required signatories; and timely submits annual and triennial Local Plan sections to CDE

Assists the SELPA Executive Director in completing SELPA committee work as well as SELPA Association committee projects.

Identifies, schedules, coordinates, and facilitates staff development opportunities aligning the Special Education Eligibility Criteria categories and the unique needs of related service providers at the county and district level including, but not limited to, school psychologists, Speech Language Pathologists, and Occupational Therapists.

Coordinates, monitors and schedules workshops, conferences, presentations, and trainings; designs and prepares related materials; oversees registration processes, collects, and deposits registration fees; disseminates information and markets trainings and other events; tracks attendance and prepares reports related to participation; coordinates workshop activities with catering and conference room staff; composes minutes and generates reports of SELPA activities and projects.

Coordinates presentations, trainings, and related materials for the SELPA governing boards and district administrators; ensures compliance with Brown Act requirements.

Identifies specific areas of an Individualized Education Program (IEP); facilitates and coordinates the purchase of specialized/adaptive equipment for children with low incidence disabilities, monitors inventory, and tracks low incidence budget balances for districts, including the financial budgetary analysis and district financial implications.

Identifies and explains Federal and State special education policies and procedures to school district representatives and the general public; mediates and facilitates information requests and intra-district individual special education service concerns; maintains confidentiality of sensitive information.

Displays and maintains a high degree of judgement, discretion, and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Interfaces with the community and parents to ensure coordination of services and communication with district representatives.

Receives processes, facilitates, and disseminates information between the department and other COE departments, school district representatives; establishes and maintains records, filing systems, and logs; maintains staff calendars as assigned; monitors and maintains staff attendance; prepares department attendance reports for payroll; coordinates and maintains local district and department calendars, rosters, and countywide district directories.

Supervises, trains, and evaluates the performance of assigned personnel; assigns employee duties and reviews work to assure accuracy, completeness and compliance with established standards, requirements, and procedures.

Provides consultation to administrators, personnel, outside agencies and the public concerning office operations and activities; respond to inquiries, resolves issues and conflicts and provides detailed information; provides technical information and assistance; assists in the formulation and development of policies, procedures, and programs.

Plans, organizes, and directs financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned; reviews and analyzes financial statements, records, and reports to assure accuracy and completeness.

Provides support to SELPA advocacy efforts by contacting/sending correspondence to State legislators; schedules meetings with legislators to discuss special education issues affecting LEAs in the county.

Oversees and participates in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, accounts, personnel, financial activity, budgets and assigned duties; oversees the processing of forms and applications; develops and maintains highly complex qualitative and quantitative records and filing systems.

Operates a variety of office equipment including a computer and assigned software; oversees automated record-keeping and reporting functions related to assigned office and functions.

Attends and conducts a variety of meetings as assigned; prepares and presents oral presentations concerning assigned office and department operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Strong communication, project management and critical thinking skills.
- Planning, organization, and administration of special projects.
- Principles, practices, methods, and terminology used in SCCOE administration.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operations, policies, procedures, and objectives relating to SCCOE and SELPA activities and operations.
- Current laws, guidelines, codes, regulations, and rules related to SELPA functions.
- Organizational development practices and procedures.
- Recording-keeping and report preparation techniques.
- Budget preparation and control.
- SCCOE policies, procedures, priorities, and initiatives
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operations of a variety of office equipment including a computer and assigned software.

ABILITY TO:

Develop, foster, and maintain relationships with internal and external personnel.
 Perform a variety of complex functions in coordinating the projects and staff of an office.
 Train and supervise the work of assigned personnel.
 Plan and organize work for self and others.
 Perform difficult and complex office tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and SELPA and SCCOE policies.
 Analyze situations accurately with good judgment and recommend solutions.
 Manage multiple projects simultaneously and work well under deadlines.
 Make effective decisions and resolve problems affecting complex and sensitive areas and situations.
 Work strategically and collaboratively across departments.
 Work strategically and collaboratively with SELPA member LEAs.
 Develop processes and procedures that result in office-wide efficiencies.
 Utilize interpersonal skills of courtesy, tact, diplomacy, patience, and professionalism.
 Establish and maintain cooperative and effective working relationships with others including the application of good public relations principles.
 Maintain records.
 Learn and follow oral and written instructions.
 Use proper spelling, punctuation, and grammar.
 Compose correspondence and written materials independently.
 Communicate effectively both orally and in writing.
 Speak clearly and concisely and make presentations to small and large groups.
 Meet schedules and timelines.
 Complete assignments with many interruptions.
 Maintain confidentiality of sensitive and privileged information.
 Plan and coordinate SELPA committee meetings.
 Maintain current knowledge of laws, rules and regulations related to special education and SELPA activities.
 Coordinate and oversee the production of SELPA Committee agendas and minutes.
 Respond to various inquiries or complaints and refer to the proper source.
 Operate standard and modern office equipment and 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:

Any combination equivalent to: Bachelor's degree in Education, Public Policy, Public Administration, Business Administration or related field and three years of increasingly responsible professional experience in activities management, event planning, special education and educational leadership or business management including at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Lifting, carrying, pushing, and pulling moderately heavy objects as needed.

Approved by Personnel Commission: August 10, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/10/22