

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR ON SPECIAL ASSIGNMENT- SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, coordinates and participates in the provision of regionalized special education services for students in assigned Santa Clara County Office of Education (SCCOE) classrooms; participates in fair hearings, Individualized Education Plan (IEP) meetings, compliance reviews and mediations concerning the provision of students of mandated services, determines appropriate classroom placement for students; maintains management information; serves as liaison with districts, the SCCOE, community agencies, parents and the public; provides administrative support to designated special education personnel.

REPRESENTATIVE DUTIES:

Coordinates and participates in the provision of regionalized special education services for students in assigned SELPAs; provides assistance regarding compliance complaints, mediations, due process hearings and coordinated compliance reviews to promote a thorough understanding of issues related to the provision of mandated services.

Provides case management of and advocacy for individual students; participates in assessments and observes students and programs to determine needs and identify appropriate placements; participates in IEP development and monitors the provision of agreed-upon services; serves as administrative designee or district representative in IEP team.

Monitors and evaluates the provision of programs and services; evaluates student progress; balances the rights of students and parents with the interests of districts and agencies.

Investigates, identifies and recommends appropriate placements based on diagnostic decisions regarding students' instructional needs; methods of handling inappropriate or unsafe student behaviors, and disciplinary actions; determine crisis intervention strategies in cases of student expulsions/suspensions, mediation/fair hearing, and compliance complaints; identify, clarify and participate in the resolution of concerns regarding the provision of appropriate services to students; conduct annual reviews, revise and/or recommend changes to district curricula.

Maintains management information and student and staff attendance systems; prepares, submits, and monitors reports and other data regarding school activities, needs and services; assists with the preparation and implementation of, and training in, site disaster preparedness plans and drills.

Collects and analyzes data regarding population trends, numbers and types of students served within given geographical areas, the legal, program, and fiscal implications of new legislation and other data related to assigned activities.

Provides administrative support for programs while a principal is absent.

Supports professional development and various compliance trainings as assigned.

Administrator on Special Assignment-Special Education continued**Page 2**

Provides technical information and assistance to the Director or designee regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.

Serves as liaison and networks with community agencies, school districts and other SCCOE departments; resolves parents' concerns regarding IEPs; responds directly or facilitates staff responses to parental inquiries, concerns, and complaints; investigates complaints or concerns from parents or staff.

Develops, implements and evaluates a variety of in-service programs for regular and special education administrators, instructional personnel, volunteers, parents and parent organizations, staff of State and local agencies, and members of State and community committee members; provides training in areas related to assigned activities including legislation, eligibility for special education and related delivery systems, IEP processes, assessment and instruction, learning styles and strategies, curriculum and other areas as needed.

Meets with special education teachers, support staff, paraeducators and behavior associates for consultation, specialized training and to provide feedback to the director or designee.

Operates a computer and standard office equipment; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Instructional programs and practices;
 Conflict resolution and problem-solving strategies;
 Federal and State legislation and regulations related to special education;
 Effective staff development techniques;
 Budget monitoring and control.

ABILITY TO:

Coordinate and participate in the provision of regionalized special education services for students in assigned SELPAs;
 Provide case management of and advocacy for individual students; Coordinate and reconcile input from diverse sources;
 Serve as a team member in a variety of settings;
 Collect, assemble, and analyze data, preparing reports and monitoring progress;
 Modify systems, procedures, and programs within area of responsibility;
 Analyze situations accurately and adopt an effective course of action;
 Interpersonal skills including tact, patience, and courtesy;
 Oral and written communication skills;
 Plan and organize work;
 Meet schedules and timelines;
 Prepare and maintain records and reports related to assigned activities;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and standard office equipment.

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:

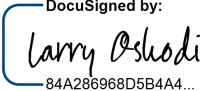
Any combination equivalent to a master’s degree in education or related field and a minimum of five (5) years teaching or related special education program experience. In addition, a minimum of two (2) years of administrative experience is preferred.

LICENSES AND OTHER REQUIREMENTS:


Valid California Administrative Services Credential;
Valid California Special Education Credential, clinical services credential, or valid California School Psychologist authorization;
Valid California driver’s license

WORKING CONDITIONS:

Office environment;
Driving a vehicle to conduct work;
Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Dexterity of hands and fingers to operate a computer keyboard;
Bending at the waist, kneeling, or crouching to file.

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools