

JOB DESCRIPTION

July 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ASSISTANT SUPERINTENDENT, SELPA

General Purpose:

The Assistant Superintendent, Special Education Local Plan Area (SELPA) is responsible to and works under the direct supervision of the County Superintendent of Schools. Oversees, plans, implements, directs and maintains the special education fiscal and programmatic services of the Local Plan Area and administers the functions delegated to the Responsible Local Agency pursuant to policies adopted by the Council of Superintendents; provides program recommendations to the Council, Superintendent and/or designee; ensures compliance with established policies, procedures and/or regulations; supervises Early Start Programs and addresses other administrative duties and processes required to maintain the SELPA's scope of responsibility. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with others for the purpose of implementing and/or maintaining the full continuum of special education services or programs.
- Develops long and short range goals for the purpose of implementing regional special education programs/services and complying with local, state and federal regulations.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of ensuring compliance with local, state and federal regulations and meeting the Placer County Office of Education's (PCOE's) and SELPA's goals.
- Supports a wide variety of programs for the purpose of ensuring compliance with state, federal and/or county regulations.
- Oversees the funding allocation for special education programs in the SELPA.
- Oversees and ensures funding by meeting grant submission timelines for state and federal grants, and engages Regional Center in the maintenance of contracts for serving infants 0-3.
- Monitors a variety of administrative processes for the purpose of preparing budgets, reports, etc., authorizing financial transactions and ensuring compliance with local, state and federal regulations.
- Prepares a variety of written materials (e.g. reports, meeting minutes, etc.) for the purpose of providing written reference and/or conveying information.
- Responds to inquiries of staff and other professional organizations (e.g. Special Education Administrators Committee (SEAC), Community Advisory Committee (CAC), Local Education Agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Serves as a technical assistance resource to school personnel for the purpose of explaining procedures and/or conveying information as needed.
- Delivers information, resources and training, as required by the California Department of Education.
- Supervises SELPA staff for the purpose of ensuring County and site performance objectives are met.
- Works with managers of operational units in planning and coordinating instructional and support services for districts.

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- Serves as a consultant to planning groups in the development of programs requiring special education services and provides direct support for programs and interagency and/or contractual agreements.
- Manages SELPA Regionalized Services to ensure the full continuum of special education programs and services are available.
- Facilitates SELPA governance committee meetings per Brown Act requirements.
- Designs policies and procedures to support LEAs in delivering legally compliant services.
- Provides professional development and parent education.
- Plans and approves the development and implementation of federal, state, or other projects to enhance the delivery of special education services to students in Placer County.
- Provides presentations and reports of programs and services to the board, Superintendent, and community.
- Participates in PCOE budget planning, has prime responsibility for developing and monitoring SELPA and AB602 budgets.
- Monitors and evaluates non-public schools and agencies by annually executing a Master Contract on behalf of LEAs.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in a job related area is required.

Experience:

- A succession of progressively more responsible administrative positions in special education to ensure competency in student program and service management; experience at more than one level of responsibility is desirable.
- Previous experience leading staff, school districts and community in major educational planning.

Knowledge, Skills and Abilities:

- Specific knowledge in the following areas is required to satisfactorily perform the functions of the job: leadership, management, supervision methods and techniques; codes, policies, regulations and laws related to assigned responsibilities; hiring and evaluation processes, methods and techniques; ability to supervise including leadership and oversight.
- Ability to accurately and positively represent and support the mission and goals of the County Office of Education (COE) as espoused by the Superintendent and Council of Superintendents.
- Knowledge in reading and interpreting technical information, writing, speaking and basic accounting.
- Ability to analyze, define issues and draw conclusions for good decision-making.
- Mental acuity to manage, interpret and implement rules related to these programs, make policy decisions, evaluate results and make determinations relative to the effective performance of the tasks.

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- Knowledge required to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions and analyze situations to define issues and draw conclusions.
- Ability to schedule a significant number of activities and routinely gather, collect and/or classify data.
- Flexibility required to work with others under a wide variety of circumstances.
- Ability to analyze and interpret policies, develop and implement policies and procedures, train and evaluate staff, facilitate meetings and communicate with persons of varied cultural and educational backgrounds.
- Ability to work with COE and LEA staff, parents, community agencies and organizations.
- Ability to function as a positive, contributing member of an educational team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential.
- A Pupil Personnel Services Credential, Educational Specialist Credential or Clinical Rehabilitative Services Credential is desirable.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 3

Reviewed and Approved:

Superintendent: *Jayle Garbolino-Mojica* Date: 6/25/2020

Human Resources: *Collin Slatney* Date: 7/1/2020