

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**ADMINISTRATOR/PROGRAM SPECIALIST - SPECIAL SCHOOLS & SERVICES**  
**210 DAYS PER YEAR**

**DEFINITION:**

Under the supervision of the Assistant Superintendent SELPA Director, plan, organize, facilitate, direct and supervise special schools and services at the department. Guide and facilitate the Districts in the implementation and administration oversight of their special education programs. Represent the Tehama County Department of Education and the SELPA in special education related areas and implementation of IEP's. Make recommendations to the Assistant Superintendent SELPA on staffing and personnel issues related to the programs. Direct and supervise staff in the implementation of quality services.

**ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Supervise and evaluate assigned staff
- Supervise the implementation of the IEP process in programs operated by the Tehama County Department of Education
- Facilitate IEP's for Districts and Special Schools and Services
- Facilitate, monitor, and evaluate the implementation of policies, procedures, and practices pertaining to compliance with state and federal Special Education laws and regulations, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act
- Provide technical assistance to districts and the department in the implementation of due process procedures
- Assist in resolving conflicts pertaining to the provision of Special Education services and the provision of a free appropriate publicly funded education
- Provide direct supervision and consultation to Special Education personnel so as to effect curricular and programmatic improvements
- Participate in the development of policies, interagency agreements and memorandum of understanding agreements
- Implement the identification, referral, assessment, individualized education program (IEP) development, placement, and review process for pupils referred to or receiving services from special education programs operated by the Department
- Participate with staff and districts in identifying staff development needs and developing activities to meet those needs
- Provide leadership in establishing new programs and developing improved understanding of existing programs
- Evaluate and recommend revisions to existing programs and procedures

- Assume responsibility for compiling, maintaining, and filing all legally required reports and records
- Develop recommendation for future equipment and personnel needs
- Assist in the recruitment, selection, and the recommendation for hiring of personnel
- Monitor the performance of contractees providing services on behalf of the SELPA, the Department, or, as appropriate, the districts
- Plan, coordinate and facilitate Special Education committee and community meetings as necessary
- Assist in responsibility for fiscal planning, budget development and budgetary administration for the Special Education programs operated by the Department
- Implement Alternative Dispute Resolution
- Perform other duties that may be required of the Department's management personnel
- Drive frequently for department business.

**QUALIFICATIONS AND REQUIREMENTS:**

- Valid California driver's license and evidence of insurance
- Possession of a valid teaching credential authorizing service in Special Education or Pupil Personnel Services
- Possession of a California Administrative Credential or an out-of-state Administrative Credential and the ability to obtain a California credential within a reasonable period of time
- Master's degree in a related field preferred
- Three years successful experience in school administration
- Five years experience in Special Education or Pupil Personnel Services or related field
- Demonstrated skills and ability in successful supervision and management in a variety of educational settings
- Thorough knowledge of special education services and assessment processes
- Thorough understanding of special education laws and regulations
- Thorough understanding of special education teaching methodologies and strategies, classroom management techniques, and behavior management strategies

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms.
- The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.