

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
DIRECTOR—SELPA & SPECIAL SCHOOLS AND SERVICES**

**DEFINITION:**

Provides administrative leadership to the Tehama County SELPA and the Tehama County Special Education Department. Under the direction of the Tehama County Superintendent, plan, direct, manage and oversee the activities, operations and implementation of the Special Education Local Plan Area (SELPA); coordinate SELPA activities with school districts and the Tehama County Superintendent of Schools, and outside agencies; conduct annual and three-year revision reviews; provide highly responsible and complex administrative support to the SELPA; and special programs and supervise the performance of assigned personnel.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

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

- Assume full management responsibility for SELPA programs, services and activities.
- Manage the development and implementation of SELPA goals, objectives, policies and priorities.
- Establish appropriate service levels within SELPA policy and allocate resources accordingly.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assess and monitor work load, administrative and support systems and internal reporting.
- Direct the implementation of changes and monitor compliance of federal and State laws.
- Represent SELPA to elected officials and outside agencies; explain and interpret SELPA programs.
- Negotiate and resolve sensitive, significant and controversial issues.
- Coordinate SELPA activities with those of other divisions, departments and outside agencies and organizations.
- Establish and maintain communication channels among districts to provide services for SELPA programs; fulfill requests for services from school districts; serve as chairperson of Operations.
- Direct, provide and coordinate in-service programs and staff training.
- Plan, direct and coordinate the SELPA work plan; identify and resolve problems; review and evaluate programs, methods and procedures.
- Manage and participate in the development and administration of the SELPA budget and grants; coordinate the preparation of and implement budgetary adjustments as necessary.
- Provide staff assistance to the Superintendents and School Boards; conduct a variety of evaluations, special projects, administrative/analytical studies and other duties as assigned by the Superintendent.

- Recommend modifications to special education programs, policies and procedures as appropriate.
- Review pertinent legislation and assure SELPA compliance with rules, regulations and laws; react to and implement specified recommendations emanating from State Department of Education regarding programs for SELPA and special education programs.
- Negotiate and develop program and curriculum improvement and changes, inter-agency agreements, Local Plan revisions and publications and SELPA forms and manuals.
- Develop, revise and publish required SELPA forms, handbooks and other materials.
- Mediate disagreements between SELPA member districts and TCDE; make final recommendations to the SELPA Executive Committee.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; remain current of new trends and innovations in the fields of SELPA, curriculum development and instruction.

#### KNOWLEDGE OF:

Operational characteristics, services and activities of comprehensive SELPA programs.

Organization and management practices as applied to the analysis and evaluation of special education programs, policies and operational needs.

Modern and complex principles and practices of special education program development and administration.

Pertinent federal, State and local laws, codes and regulations.

Principles and practices of curriculum development and instructional teaching strategies.

Current trends, research and development in the areas of student learning, student needs and institutional responses.

Programs, services and curriculum appropriate for educating severely disabled students.

Principles of child and human development.

Principles and practices used in evaluating the disabilities of children in order to assure proper placement in programs including a broad range of handicapping conditions exhibited by students.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide administrative and professional leadership and direction for SELPA programs.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient SELPA and special education programs and services.

Coordinate the work of management, supervisory, professional and technical personnel.

Delegate authority and responsibility.

Identify and respond to community, School Boards' and Superintendents' issues, concerns and needs.

Oversee the preparation of and administer large and complex budgets.

Allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply appropriate goals, objectives, policies, procedures, rules and regulations.

Effectively direct the provision of special education services in support of the School Districts and the County.

Prepare and analyze administrative and statistical reports, statements and correspondence.

Gain cooperation through discussion and persuasion.

Deal constructively with conflict and develop a consensus.

Interpret and apply federal, State and local policies, procedures, laws and regulations.

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.

Meet schedules and time lines.

Work independently with little direction.

#### EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

##### Experience:

- Minimum: Five (5) years of certificated experience in the public or private schools, including at least three (3) years in an administrative or supervisory capacity. Experience in designing and conducting professional development programs.

##### Education:

- 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.
- Possession of a valid California teaching credential.
- Master's degree in a related field preferred.

#### OTHER REQUIREMENTS:

- Valid California driver's license and evidence of insurance.

#### 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 stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 14, 2015