



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION

ADMINISTRATOR, ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM SPECIALIST

DEFINITION:

Under general direction this position provides leadership and assistance to the LEAs, families, and community agencies by assisting in the coordination and implementation of the continuum of services offered through SELPA for Alternative Dispute Resolution (ADR.) and other SELPA programs and services. This position will also serve as a liaison between SELPA and parent and community groups, assisting the Tehama County SELPA Director of Student, Family and District Support with the implementation, monitoring, and improvement of methodologies for data collection and technical assistance of the SELPA systems of support.

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 that may be found in positions within this classification.

In collaboration with SELPA leadership and partner agencies, support member LEAs in improvement efforts and provide technical support within the Statewide System of Support with the purpose of improving outcomes for students with disabilities; Oversee the collection and monitor SELPA-wide ADR data points. Provide consultation to member LEAs and special education administrators regarding ADR supports and services offered through the continuum of options, Develop and revise forms necessary to be utilized by member LEAs, Families, and community programs. Serve as a liaison to the Tehama County SELPA Community Advisory Committee (CAC), serve on SELPA committees and projects, as specified by the Associate Superintendent SELPA or designee as assigned. Provide assistance with initial phone calls and point of contact, in-service opportunities for parents, families, and community at large; Coordinate and facilitate SELPA-wide alternative dispute resolution (ADR) activities; Monitor and compile data related to compliance complaints, due process filings, and alternative dispute resolution outcomes; Support capacity building within member LEAs to promote access to professional learning opportunities across the SELPA by utilizing various delivery models (e.g., on-site, off-site, virtual, trainer-of-trainers); Connect member LEAs to SELPA-wide resources to ensure full implementation of the continuum of services; Analyze and compile data reports for SELPA Committees, SELPA leadership, and member LEAs; Promotes multilingual, multicultural learning environments; Drives frequently for department business; Other duties as assigned.

EXPERIENCE AND EDUCATION:

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 a Master's degree or equivalent skills and work experience. Major course work in special education or related field and minimum five years educational experience required. Valid California Clear Special Education Teaching -or- Pupil Personnel Services-School Psychology Services. California Administrative Services Credential OR Certificate of Eligibility for the Administrative Services Credential, preferred. Prior experience in a special education leadership position, preferred. Experience planning and presenting staff development activities preferred.

KNOWLEDGE OF:

Knowledge of current state and federal special education regulations, Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to children with special needs, Effective evidence-based instructional techniques and strategies for



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students with disabilities, Behavior intervention methodology including positive behavior intervention strategies, effective evidence-based social-emotional/therapeutic school-based intervention and services, Expertise in Special Education data base or other IEP management systems, Individual and classroom management techniques and methods, Skills related to conflict resolution procedures and facilitating IEP meetings, Diverse academic, socioeconomic, cultural, and ethnic backgrounds and

disabilities of SELPA students, Expertise in one or more areas of special education program planning and service delivery, Significant skill and experience with technology to include but not be limited to computers, email, fax, and software skills to include word processing and excel.

ABILITY TO:

Work harmoniously and effectively with administrators, teachers, staff members, district personnel, students, families, and community members. Demonstrate highest standards of integrity, honesty, ethics, confidentiality, and professionalism. Stay abreast of current trends, innovations, and practices in education, particularly for students with disabilities. Communicate effectively both orally and in writing. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines, work independently with little direction, and prepare and maintain various narrative and statistical records, reports and files. Maintain accurate records and files; prepare documents and reports within specified deadlines; Effectively communicate with staff, parents, district personnel and outside agencies to ensure the coordination of services and programs to children with identified disabilities.

LICENSES AND OTHER REQUIREMENTS:


Possession of a valid California driver's license and evidence of insurance; drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>5/22/23</u>	Revised: <u>May 22, 2023</u>
APPROVED	
Print Name: <u>Chinny Clawson</u>	Title: <u>Director, Human Resource Services</u>
Signature: <u></u>	