

DIRECTOR OF SELPA AND STUDENT SUPPORT SERVICES**DEFINITION:**

Under administrative direction of the Superintendent, performs responsibilities that include being a member of the management team and playing a significant role in decision making. Specific areas of responsibility include the administrative functions required for the smooth operation of the Special Education programs operated by the District and the efficient management of all SELPA activities. Is responsible for SELPA operations, policies and procedures, including fiscal, programmatic, and reporting. Assumes responsibility and provides leadership to plan, organize, control, and direct Special Education regionalized services. Plans, organizes, and administers all SELPA functions in accordance with applicable laws and regulations. Supervises the performance of assigned personnel.

QUALIFICATIONS:**Credential:**

- Possession of a California Administrative Credential
- Possession of a valid California teaching or other related Services credential

Experience:

- Five years of successful certificated Special Education experience and at least 3 years administrative experience with an emphasis on working with Special Education programs
- Experience at the leadership or management level or experience as a Special Education coordinator, program specialist or principal is preferred

Education:

- Master's Degree, preferably in a Special Education field

Other:

- Possession of a valid California Driver's License

KNOWLEDGE OF:

- State and federal regulations pertaining to Pre K-12+ Special Education programs including the ability to interpret and apply rules, regulations, and standards to public schools
- Effective staff and public relations
- Verbal and written communication skills
- Planning and organizational techniques
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing Special Education programs in California
- policies, goals, and objectives of the SELPA and district Special Education program
- principles and practices of administration, supervision, and training
- Intervention models

DISTINGUISHING CHARACTERISTICS:

The ability to:

- communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff
- possess interpersonal skills including tact, patience, and courtesy
- collaborate with other agencies in planning and implementing effective Special Education programs, including staff and parent training, within established budget constraints
- analyze complex situations and prepare response alternatives for consideration by decision-making groups
- plan, organize and direct District Special Education programs

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develop and administer all SELPA budgets, including grants
- Provide administrative leadership for the Special Education Programs, program development, and procedures
- Provide supervision and evaluation of the Special Education Administrators
- Provide for supervision of the Special Education instructional program and staff evaluation
- Develop and maintain an effective system of communication with and among all personnel
- Encourage parent participation within the Special Education community; provide support to the operation of the SELPA Community Advisory Council
- Provide leadership by planning and directing the services and staff functions of the SELPA
- Administer and implement the FCUSD Local Plan
- Provide for a comprehensive program of Special Education staff development activities
- Participate in liaison activities and coordinate services with other districts, SELPAs, and local agencies

- Provide for establishment and maintenance of a Management Information System to collect and report required data
- Develop and provide guidance for all nonpublic school and nonpublic agency placements, including the monitoring of nonpublic school and nonpublic agency applications, renewals, and site reviews
- Develop and monitor regional interagency agreements
- Conduct and/or assist in due process hearings, mediations, and resolution meetings
- Monitor implementation of settlement agreements and California Department of Education corrective actions
- Coordinate required state reviews and other compliance reviews; ensure the submission of required SELPA reports at the district, state, and federal levels; direct the preparation and maintenance of a variety of narrative and statistical SELPA reports, records, and files related to assigned activities and personnel
- Monitor changes in legislation and legal guidelines and develop recommended policy, procedure, or other district forms or records, and update as needed
- Direct the SELPA, including program evaluation, internal compliance audits, state and federal reporting requirements
- Represent the district in SELPA meetings as appropriate
- Communicate with other administrators, personnel and outside organizations to coordinate long-term activities and programs, resolve issues and conflicts, and exchange information
- Advise district personnel on the planning of Special Education facilities
- Provide leadership related to Special Education issues impacting the district and represent the district at appropriate meetings and hearings
- Serve as the district's authority in working with parents and investigating Special Education complaints/concerns
- Establish and implement uniform standards and procedures for organization, clerical practices, and performance of functions of staff assigned to Student Support Services, including all related services
- Supervise Special Education programs, services, placements and planning, instructional programs, Psychological Services, and related services
- Coordinate the assignment of Special Education personnel, facilities, and special supplies
- Coordinate and provide direction to the staff regarding the identification, placement, and evaluation of Special Education students, including the establishment of student goals and objectives
- Participate in the development and implementation of District approved curriculum programs as they relate to the needs of Special Education students
- Supervise the planning and implementation of the Extended Year Program for Special Education
- Assist with the interfacing of Special Education programs as they relate to the regular programs, testing, discipline and expulsion processes, transportation, and the mission of the District
- Collaborate with Human Resources on the recruitment and hiring of well-qualified certificated and classified employees for Special Education programs
- Serve as a member of Cabinet and keep Cabinet informed regarding pertinent issues, policy development, and needs related to SELPA, special education and the district
- Perform related duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.