

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT - SELPA

BASIC FUNCTION:

Under the direction of the Yolo County Superintendent's Council, 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 Office of the Yolo County Superintendent of Schools, and outside agencies; conduct annual and three-year revision reviews; provide highly responsible and complex administrative support to the SELPA; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume full management responsibility for SELPA programs, services and activities.

Manage the development and implementation of SELPA goals, objectives, policies and priorities for SELPA service area; establish appropriate service levels within SELPA policy; 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 relationships; identify opportunities for improvement; conduct annual and three-year revision review; direct the implementation of changes; monitor compliance to federal and State laws.

Represent SELPA to elected officials and outside agencies; explain and interpret SELPA programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues; coordinate SELPA activities with those of other divisions, departments and outside agencies and organizations; serve as liaison with Business Managers and Superintendents' Council.

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 Advisory Council.

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; assist the Yolo County Superintendent of Schools Business and Management Advisory Services in preparing requiring RLA/AU reports.

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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; monitor private school placements; recommend modifications to 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; assure the timely and accurate reporting of data to federal and state authorities.

Negotiate and develop program and curriculum improvement and changes, inter-agency agreements, Local Plan revisions and publications and SELPA forms and manuals.

Mediate disagreements between SELPA member districts and YCSS; make final recommendations to Superintendents' Council.

Develop, revise and publish required SELPA forms, handbooks and other materials.

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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

Advanced principles and practices of grant and budget preparation 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 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.

Prepare 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, analyst 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.

Assure SELPA compliance with laws and regulations.

Supervise the performance of assigned personnel.

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.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or a related field and five years of increasingly responsible special education teaching or educational service experience, preferably at both the elementary and secondary levels and previous related management and administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.