

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	SELPA Director	REPORTS TO:	Superintendent
DEPARTMENT:	Special Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	March 19, 2013	SALARY:	Range B; Tier IV
BOARD REVISION:	August 20, 2013		Management Salary Schedule

SUMMARY DEFINITION: The SELPA Director shall provide administrative leadership to plan, organize, advise, and assist in the coordination of special education services in the San Ramon Valley Special Education Local Plan Area (SELPA). Responsibilities will include: establish, maintain, and monitor SELPA budgets and expenditures; assist in the planning, organization, and coordination of SELPA programs and services; assist in the development and implementation of SELPA operational policies, regulations, and procedures; negotiate, develop, and monitor interagency agreements; interpret and provide guidance for the implementation of state and federal legal mandates regarding special education and services to children with special needs; plan, organize, and perform related duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E= Essential Functions

Coordinate the development, approval, and implementation of the SELPA Local Plan, and assure compliance. **E**

Supervise the functions of the Directors, program supervisors, secretaries and other assigned staff. **E**

Provide leadership and take an active role in the interpretation and implementation of state and federal legal mandates and regulations. **E**

Coordinate and communicate effectively with superintendents, business officials, and special education directors regarding the planning, organizing, and administering of programs and services. **E**

Negotiate, monitor, and review interagency service and operational agreements, contracts, and Memorandums of Understanding with county agencies and any others assigned by Board Policy. **E**

Plan, develop, and administer SELPA operational budget, including expenditure control. **E**

Supervise, evaluate and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Monitor and evaluate special education programs and services to ensure that special education aims, goals and objectives are accomplished within prescribed procedures, time limitations, and funding requirements. **E**

Serve as a team member of the Superintendent's Cabinet, participate in district-wide planning, development and evaluation. **E**

Plan, organize, and monitor management information systems in accordance with reporting requirements. **E**

SELPA Director - Page 2

Prepare, review, and submit SELPA program and fiscal reports in accordance with Federal and State requirements. **E**

Act as a liaison to the Community Advisory Committee and to parents in the SELPA. **E**

Represent the SELPA at county and regional committees related to SELPA interagency issues and program delivery. **E**

Recommend, develop, maintain and implement SELPA policies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience equivalent to:

- Master's Degree from an accredited college or university with major course work in special education;
- Knowledge of the California Special Education funding system, as well as the laws, regulations, rules, policies and resources that affect Special Education;
- Mastery skill in communicating in critical situations, both orally and in writing;
- Mastery skill in financial analysis and control;
- Advanced skill in personnel management through coordination and cooperation;
- Mastery skill in working with others in both authority and non-authority relationships on a routine basis.

LICENSES AND OTHER REQUIREMENTS: Valid California Administrative Credential; Valid California teaching credential; Valid California Driver's License..

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer and use software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Instructional programs and best practices in general and Special Education.

Conflict resolution and problem-solving strategies.

Federal and state legislation and regulations related to Special Education.

Effective staff development techniques.

Federal disability categories and their implications for educational planning.

Interagency collaboration.

Special Education finance and fiscal allocation methodologies.

ABILITY TO:

Read and analyze governmental regulations, policies and procedures, technical procedures, professional journals and documents.

Effectively present information and respond to questions from a variety of school staff, parents and agencies.

Interpret and work from a variety of instructions furnished in written, oral, electronic, diagram, or schedule form.
Apply knowledge of current research, theory, and practices regarding curriculum, instruction and assessment.
Gather, coordinate, analyze and reconcile input from diverse sources.
Function as a team member in a variety of settings and situations.
Modify systems, procedures, and programs within area of responsibility.
Initiate projects to benefit SELPA wide programs.
Communicate orally and in writing with large and small audiences.
Seek out necessary information, agencies and resources for specific situations.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

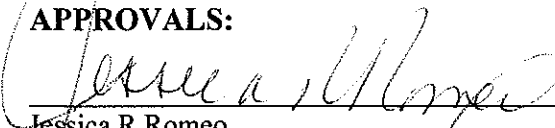
PHYSICAL ABILITIES:

Perform work which is primarily in an office setting; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines); Vision (which may be corrected) to read small print; work at a computer screen for prolonged periods; mobility to stand, stoop, reach, and bend; lifting, pushing and/or pulling office supplies, mail and packages that do not exceed 30 pounds and is an infrequent aspect of the job.

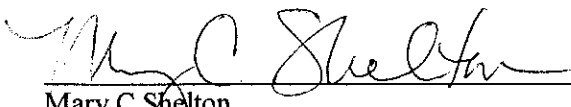
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:



Jessica R Romeo Date Aug. 21, 2013
Assistant Superintendent, Human Resources



Mary C Shelton Date Aug 21, 2013
Superintendent