

SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR DIRECTOR – SOUTH COUNTY SELPA

DEFINITION:

Reporting to the Assistant Superintendent of Student Services and the Senior Director of Special Education, the Senior Director of South County SELPA serves as the primary administrator responsible for coordinating all special education services among the six school districts and County Office of Education in the southern region of San Diego County. The LEAs have joined together to provide a full continuum of programs and services to meet the needs of over 10,000 pupils with disabilities, from birth to age 22. The Operations Committee and the Finance Committee work directly with the Senior Director on planning, policy, and fiscal recommendations; and the Superintendents' Council oversees the SELPA operations. A close working relationship with the LEAs and the Community Advisory Committee is a major aspect of the Senior Director's responsibility.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

In cooperation with the Operations Committee coordinate the development and revision of the Local Plan.

Oversee the operations of the Regional DHH Program in coordination with the Coordinator.

Oversee the budget for regional programs including the excess cost calculations.

Oversee the operations of the regional Visually Impaired Program.

Facilitate the activities of the Operations Committee, Finance Committee and Superintendents' Council.

In cooperation with the Operations Committee establish and evaluate annual SELPA goals and objectives as part of the ongoing evaluation of the implementation of the Plan.

Plan and implement regional staff development activities.

Provide support to the SELPA Community Advisory Committee

Prepare, revise and monitor the SELPA budget

Compile and submit all required documents required by the state and other agencies, including fiscal reports and the Annual Service and Budget Plan

Participate in countywide meetings to annually establish a master contract for nonpublic schools and agencies and establish uniform tuition and service rates.

Assist responsible LEAs in providing required special education services to medical facilities and licensed children's institutions.

Supervise and evaluate personnel employed the County Superintendent and assigned to the SELPA

Through attendance at local and statewide SELPA administrator meetings, conferences and workshops maintain an awareness of innovative and promising practices in special education and disseminate information to the Operations Committee.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of, or eligibility for, a California Administrative Services Credential.

EDUCATION AND EXPERIENCE:

Possession of an advanced degree in education or other field related to the position, and five years increasingly responsible experience in an educational setting, including two years of Director experience in special education programs at the county and/or district level, including supervisory or administrative responsibilities involving special education programs, or equivalent experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: special education current legislation, funding, instructional programs and specialized services for special education.

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office environment.

Travel to school districts and other locations is a regular part of this assignment.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Revised: March, 2010