

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SELPA DIRECTOR, TECHNICAL SUPPORT

BASIC FUNCTION:

Under the direction of the Associate Superintendent, assure implementation of the SELPA Plan; monitor compliance with State and federal laws and regulations; develop and implement policies and procedures for Special Education; develop, coordinate, monitor and support technical systems for Special Education record keeping; coordinate and monitor programs for Early Childhood Special Education and English Learners.

REPRESENTATIVE DUTIES:

Develop, monitor and disseminate Special Education technical and procedural resources, manuals and forms for Special Education;

Collaborate with SELPA contracted software companies to develop and implement technological resources and supports for legal and programmatic compliance;

Provide training and ongoing technical support to Special Education staff in computer based systems;

Supervise and coordinate procedures and training for methods of Special Education eligibility;

Research, organize and supervise resources and materials related to Special Education English Learners;

Supervise and implement fiscal, legal and programmatic components of SELPAs responsibilities under Ventura County's Early Start program, including collaboration with the mandated lead agency, the Department of Developmental Services/Regional Centers;

Supervise and implement fiscal and programmatic components of Preschool Special Education programs and services;

Collect data, plan and implement personnel development activities for staff and families of young children with special needs 0-5 years old;

Collaborate with the Community Advisory Committee in developing and implementation of Public Information and Child Find activities;

Hire, train and evaluate Special Education professional and clerical staff;

Assist SELPA districts in ongoing monitoring for Special Education compliance;

Serve as a resource to parents, districts and community for detailed information regarding specific special education services, applicable laws and regulations, funding requirements and maximization of resources;

Oversee the maintenance of the SELPA website related to areas of responsibility;

Participate on interagency committees on behalf of the SELPA and

Assist the Assistant Superintendent in other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Legal responsibilities of a California Special Education Local Plan;
All components of the Ventura County Special Education Local Plan, Local school district structures and systems for Special Education services;
California and United States Special Education laws and regulations;
Legal provisions for California's Early Start Program Special Education codes, policies, procedures, credentials, databases and other technical matters related to the overall administration of a SELPA;
Budget preparation and control;
Principles and practices of administration, supervision and training;
Evidence-based practices in Special Education services;
VCOE organization, operations, policies and objectives;
College level writing and editing skills; and
Effective oral presentation skills.

ABILITY TO:

Plan, organize and administer a SELPA function in accordance with applicable laws and regulations;
Train, supervise and evaluate the performance of assigned staff;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Facilitate meetings effectively;
Work with groups of people with divergent viewpoints and resolve conflicts to achieve consensus;
Analyze situations accurately and adopt an effective course of action;
Prioritize and schedule work to meet timelines;
Work independently with little direction;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Establish and maintain cooperative and effective working relationships with others; and
Utilize technology for the administration of budgets and reports, communicate effectively and present materials and information to others.

EDUCATION AND EXPERIENCE:

Master's degree in education or related field and a minimum of five years of experience in administration and or/implementation of programs for special education students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Educational Credential (Special Education preferred);
Administrative Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside environmental conditions; subject to driving to and within Ventura and Los Angeles County sites to conduct work; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;

Hearing and speaking to exchange information and to conduct presentations; and

Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.