

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE SUPERINTENDENT, SELPA

BASIC FUNCTION:

Under the direction of the Superintendents' Policy Council, the SELPA Associate Superintendent shall plan, organize, advise, and assist in the delivery and administration and coordination of special education services in the geographic area described as a SELPA; organize and coordinate standing committees; establish, maintain, and monitor budgets and SELPA participant expenditures; assist in the planning, organization, and coordination of programs and services for pupils with special needs within the service area, including charter schools; plan, develop, and implement in-service training and staff development programs; assist in the development and implementation of 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; and perform related duties as assigned.

The Associate Superintendent has supervisory responsibility for planning, assigning, reviewing and evaluating the quality and quantity of the work performed by the SELPA staff. The Associate Superintendent meets frequently with the Superintendents' Policy Council, county and district fiscal personnel, special education directors, the California Department of Education, advisory and community action groups, interagency administrators and other policy makers for the purpose of planning and directing activities, negotiating service agreements, and arriving at alternative solutions to programs and project problems, issues and concerns within the SELPA, including fiscal and programmatic matters.

REPRESENTATIVE DUTIES:

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

Plan, organize, coordinate, and manage the programs (SELPA), projects, activities, services and operations of the Ventura County Special Education Local Plan Area; assure proper staffing and allocate personnel and resources to optimize SELPA efficiency and effectiveness;

Hire, train, prioritize and assign work, and supervise assigned SELPA staff; evaluate the performance of assigned staff, and assure compliance with personnel policies;

Manage the development and implementation of SELPA goals, objectives, policies and priorities as established and adopted by the Superintendents' Policy Council;

Assist the Superintendents' Policy Council in planning a full continuum of Special Education services;

Direct the planning, implementation and evaluation of the SELPA programs and funding procedures; coordinate the writing of any revisions of the Ventura County SELPA Local Plan;

Monitor the implementation of the SELPA Local Plan and assure that all children eligible under IDEA have access to appropriate Special Education services;

Serve on the Ventura County Office of Education (VCOE) Senior Management Team, Superintendent's Council and Leadership Team;

Direct, supervise, and provide interpretation and guidance regarding compliance with State and Federal laws to districts;

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 Cabinet;

Work collaboratively with the VCOE Executive Director of Special Education to support County operated programs and services;

Plan the agenda and develop exhibits for the monthly meetings with the SELPA Operations Cabinet and Superintendents' Policy Council;

Serve as a resource for detailed information regarding specific Special Education services, applicable laws and regulations, funding requirements, and maximization of resources;

Prepare a variety of pupil data reports, financial reports, contracts, updates, procedures, policies, waivers, and related materials for the State, Federal, school districts and various committees;

Maintain the tracking of Special Education pupils, funding and program activities;

Maintain necessary records and complete all reports required by the California State Department of Education and Federal Government;

Manage and participate in the development and administration of the SELPA budget and grants; coordinate the preparation of all required reports and implement budgetary adjustments as necessary;

Develop and monitor the SELPA's annual budget plan for public review and approval by the Superintendents' Policy Council; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines and limitations;

Direct, coordinate, develop and participate in staff development activities for administrators, general and Special Education teachers, parents, classified employees, volunteers, and the Community Advisory Committee;

Recommend modifications to special education 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 and special education programs;

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

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

Mediate disagreements between SELPA member districts and/or VCOE; make final recommendations to the SELPA Operations Cabinet;

Represent the SELPA at meetings and other activities including local, State and Federal committees; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards and others;

Develop, monitor, and maintain interagency agreements with local school districts, public and private agencies, other SELPAs, non-public schools and residential facilities;

Serve as an ex-officio member to the Community Advisory Committee;

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;
Complex principles and practices of special education program development 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 students with disabilities;
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 including all required State and Federal fiscal procedures and reporting;
Oral and written communication skills and
Principles and practices of administration, supervision and training.

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 and special education programs and services;
Coordinate the work of management, supervisory, professional and technical personnel.

Delegate authority and responsibility;
Identify and respond to district, parent, student and community concerns and needs;
Oversee the preparation of and administer large and complex budgets and all required State and Federal fiscal reports;
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, analyze 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 Office of Education;
Prepare and analyze administrative and statistical reports, statements and correspondence;
Gain cooperation through discussion and collaboration with all stakeholders;
Manage conflicts and develop a consensus;
Interpret and apply federal, State and local policies, procedures, laws and regulations;
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 all stakeholders and
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A master's degree in education or related field and five years of administrative experience in Special Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license; teaching credential and/or other relevant credential related to special education; administrative services credential.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside environmental conditions; subject to driving 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 District boundaries to attend meetings; May be required to work evenings or weekends. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print, require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required, hearing and speaking to exchange information and to conduct presentations, sitting and standing for extended periods of time, and dexterity of hands and fingers to operate computer equipment. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.