

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SELPA DIRECTOR, PERSONNEL DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Associate Superintendent, develop, implement, publicize and monitor the Ventura County Special Education Local Plan; monitor compliance with State and federal laws and regulations; develop and implement policies and procedures for Special Education; provide leadership in Special Education program and personnel development and Transitional and Career Vocational programs.

REPRESENTATIVE DUTIES:

Collect and analyze data, coordinate, organize and implement personnel development activities based on current procedural and programmatic needs in Special Education;

Convene working committees to research and develop guidance and resources on program and personnel development topics, including the development of written documents such as handbooks and manuals;

Supervise and implement programs for certification of providers of services to students with autism and behavior intervention services;

Supervise and implement programs for personnel development and ongoing certification of Speech-Language Pathologists;

Supervise and implement legal, procedural and personnel development activities in the area of Transition to Adult life;

Coordinate and monitor the provision of Social Emotional Services to Special Education students;

Supervise and implement the programmatic and administrative aspects of the Work Ability I Program, including budget, reporting and state level meetings;

Collaborate with the Community Advisory Committee in developing and implementation of Parent Education 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;

Direct, coordinate and participate in the development of new or modified programs, procedures and approaches to educational services in the SELPA;

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 Area;
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 and related codes;
Legal requirements for Transition to Adult Life for Special Education students;
Best practices for career/vocational and transitional assessments and services;
Adult service options for persons with disabilities;
Special Education 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
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 effectively and adapt to audience needs;
Establish and maintain cooperative and effective working relationships with others;
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.