

Assistant Superintendent, SELPA

Purpose Statement

The job of Assistant Superintendent, SELPA is done for the purpose/s of managing the overall operations, activities and implementation of the Special Education Local Plan Area (SELPA); coordinating SELPA activities with school districts and the Office of the Yolo County Superintendent of Schools and outside agencies; conducting annual and three year revision reviews; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the Superintendent's Advisory Team.

This job reports to Superintendent

Essential Functions

Collaborates with a wide variety of internal and external groups (e.g. school districts that provide services for SELPA programs, chairperson of Program Administrator's Committee, Program Administrators/Chief Business Officials Joint Committee, and Superintendents' Councils, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.

Compiles data from a wide variety of internal and external sources (e.g. develops and/or approves reports required by the California Department of Education, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Develops the special education budgets for the county (e.g. annual budget plan for the county, etc.) for the purpose of ensuring appropriate allocation of funding for delivery of special education programs to ensure regulatory compliance.

Develops program needs based on significant changes in education, current trends, regulations and state-of-the-art developments (e.g. develops special education policies and procedures for the entire counties school districts and County Office of Education, etc.) for the purpose of evaluating alternatives, and developing and implementing changes.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. dissemination of information from regulatory agencies to the districts and County Office of Education, SELPA forms, handbooks, other materials, plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

Facilitates and/or participates in a wide variety of meetings, workshops and seminars (e.g. Board meetings, governance board, Chief Business Official, provides professional development, engagement of parents in advocacy and support of their students' individual education program, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Manages assigned programs and related department activities (e.g. conducts evaluations, special projects, administrative analytical studies; monitors private school placements; recommends modifications to programs, policies and procedures; assures timely and accurate reporting of data to federal and state authorities, etc.) for the purpose of achieving organizational objectives while complying with established requirements.

Monitors assigned programs and/or department activities (e.g. responsible for SELPA programs, services and activities; evaluates service delivery methods and procedures; identifies opportunities for improvement; conducts annual and three-year revision review, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

Performs a wide variety of personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Presents information on a wide variety of topics (e.g. provides alternative dispute resolution services for the five school districts and County Office of Education, fiscal policies, regulations, allocation models, special education procedural safeguards, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

Recommends solutions to a wide variety of complex issues (e.g. district performance on the special education annual performance report, etc.) for the purpose of addressing the operational needs and educational responsibilities of the district.

Researches a wide variety of topics for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.

Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of assigned programs for the purpose of identifying relevant issues and recommending or implementing action plans.

Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; education code; principles of employee development and management; project development, goal attainment and time management; accounting/bookkeeping principles; and principles of conflict resolution.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrative Services Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

127-220