

SANTA CRUZ COUNTY OFFICE OF EDUCATION
SENIOR DIRECTOR
NORTH SANTA CRUZ COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

DEFINITION

The Senior Director of North Santa Cruz County Special Education Local Plan Area (SELPA) is responsible to the Special Education Coordinating Agency for overall supervision and management of the Special Education Local Plan Area. The position requires an emphasis on providing services to schools, parents and students; involvement in program and curriculum development at both the SELPA and site levels; serves as a resource to the administrators and teachers in the operation of special education programs; develops and maintains inter-agency cooperation in providing services to students and families; facilitates meetings; and promotes positive, effective, and efficient personnel practices and relationships.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership with IDEA conformance, including: forms development and policy requirements.

Provide guidance in local plan revisions process, including AB602.

Facilitate procedural manual revisions.

Oversee pupil counts.

Assist directors in program development (autism).

Assume responsibility for end of year reports and compliance deadlines.

Coordinate and facilitate meetings of the special education administrators, including proposed review and changes in program delivery.

Serve as a resource to the Community Advisory Committee (CAC).

Assist and coordinate CCR requirements and trainings.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated competency in providing leadership in all phases of special education (i.e. program management and evaluation skills, curriculum development and implementation experience, budget management, problem analysis and decision-making abilities, positive effective and efficient personnel practices).

Advanced training and related experience in vocational and career education of individuals with exceptional needs.

Prior program specialist or SELPA experience.

Research and evaluation skills; report preparation and presentation skills.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities, would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's Degree from an accredited college or university with major course work in special education or a related field.

Experience:

A minimum of five years of acceptable teaching or administrative experience and education in a field related to the job assignment.

Teaching and administrative experience proving demonstrated competency in providing leadership in all phases of special education.

License or Certificate:

A valid special education teaching credential and a valid California Administrative Services Credential. Verification of passage of CBEST is required if credential has not been utilized in California public schools within 39 months.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: December 2015.