

**DIRECTOR I, Special Education Local Plan Area**

**DEFINITION:**

Under the general direction of the Special Education Local Plan Area (SELPA) Governance Council, manage, supervise and coordinate the activities of the Special Education Local Plan Area as defined in the Local Plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Represent SELPA to elected officials, outside agencies, and public.
- Develop and Monitor Annual Service and Budget Plan and Local Plan.
- Facilitate procedural manual for both Districts.
- Assist District Directors in program oversight, program planning, compliance, and litigation.
- Ensure that both Districts are kept up to date and informed on all State and Local SELPA information, policies, and procedures.
- Develop and submit all required federal, state, county and District reports including responses to OCR, CDE, and other governmental agencies.
- Ensure that both Districts are advised and assisted in technical compliance monitoring, reporting, and audits.
- Coordinate Governance Council and distribute all pertinent information to Governance.
- Assist Districts with Due Process and attend IEP's as requested.
- Select, train, and supervise SELPA staff.
- Support the activities of the Community Advisory Committee and act as a liaison with the Director's group.
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

Current laws, regulations, policies, funding, procedures and current trends and practices as they relate to Special Education programs.

Ability to:

Plan, organize and direct all aspects of the Special Education Local Plan Area; direct, develop and evaluate staff; communicate effectively, both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; assume a leadership role in working with constituencies and agencies both within and outside the South Orange County SELPA; establish and maintain records; establish and maintain cooperative working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California credential authorizing service in pupil personnel services and child welfare and attendance or special education and administrative credential, and possession of a valid California driver's license.

Board Approved: December 14, 2004

Revised: June 2, 2015; Board Approved: July 9, 2015