

Amador County Office of Education

Assistant Superintendent, Special Education/SELPA

REPORTS TO:

The Assistant Superintendent reports directly to the Amador County Superintendent of Schools. The Superintendent is responsible for working with the Assistant Superintendent to establish evaluation standards and growth objectives for the Assistant Superintendent and the County Office of Education.

BASIC FUNCTION / JOB DESCRIPTION:

The Assistant Superintendent shall plan, organize, control and direct the regionalized services to the development and implementation of education programs that prevent academic failure of students at risk through specific intervention models; plan organize and administer a Special Education Local Plan area (SELPA) function in accordance with applicable laws and regulations; supervise and evaluate the performance of assigned personnel including the Program Coordinator of Special Education, School Psychologists, Teachers, Designated Instructional Service Personnel, Instructional Assistants, Secretary I and Secretary II.

ESSENTIAL FUNCTIONS:

A) Leadership and Management

- 1 Provides overall management direction in the planning of the Special Education Services program objectives and implementation of general guidelines for individuals responsible for special education and related psychological services.
- 2 Submits grant applications, forms for funding and reimbursements, as well as respond to state and federal surveys and required data compilation reports.
- 3 Develops and maintains overall supervision of the program components of the budget.
- 4 Reviews program, budget and staffing plans to assure conformance with local, state and federal objectives.
- 5 Develops, implements and evaluates the policies and procedures related to Special Education Services.
- 6 Administers and implements ACOE Local Plan.
- 7 Develops and monitors regional interagency agreements.
- 8 Negotiates and implements contracts with Non-Public Schools and Agencies where appropriate.
- 9 Plans for the continuous evaluation and improvement of the curriculum and instructional program services provided by Special Education.
- 10 Supervises the Special Education Self Review (SESR) process related to Special Education.
- 11 Supervises Community Advisory Committee activities with parent groups, and provides recommendations for membership.

- 12 Represents and/or advises the District in mediation/due process hearings, complaints and 504 investigations. Assumes statewide Liaison with the California Department of Education and professional organizations.
- 13 Develops the Annual Service Plan for approval by the ACOE Superintendent and the School Board.

B) Personnel Administration and Management

- 1 Works with the Personnel Office to organize the screening and selection process for certificated and classified personnel.
- 2 Supervises and delegates responsibilities for the evaluation of employees, per contract. Directly evaluates performance of Program Specialist of Special Education, Psychologists and teaching staff.
- 3 Serves as a member of Amador Leadership Team.
- 4 Serves as a member of the Superintendent's Cabinet.

C) Public Relations and Communications

- 1 Compiles and disseminates information on all programs to parents, public and private agencies as needed.
- 2 Is highly visible throughout the educational community in Amador County.
- 3 Keeps the Amador County Office of Education Superintendent informed and up-to-date on respective county matters.
- 4 Provides effective communication with all staff members as well as district administrators in regard to role/responsibilities in Special Education.
- 5 Assumes ongoing liaison responsibilities between California Children's Services, Amador County Behavioral Health, Amador County Social Services, Amador County Public Health Department, Amador County Probation, Department of Rehabilitation, Valley Mountain Regional Center, Head Start, and other appropriate agencies.

GENERAL QUALIFICATIONS

Knowledge of:

- a) Planning, organization and direction of Special Education programs.
- b) Applicable laws, codes, regulations, policies and procedures related to Special Education and general education and other assigned areas.
- c) Policies, goals and objectives of the Special Education program.
- d) Policies and objectives of SELPA programs and activities.
- e) State, local and regional resources.
- f) Intervention models.
- g) Principles and practices of administration, supervision and training.
- h) Interpersonal skills using tact, patience and courtesy.
- i) Operation of a computer and assigned computer
- j) Interagency requirements and regulations.
- k) Screening and interviewing processes/procedures.

Ability to:

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Approved by Cabinet May 2004 per PC. Revised July 2009 per NN. Revised 2-24-16 per Richard Glock.

- a) Plan, organize and administer a SELPA program in accordance with applicable laws and regulations.
- b) Supervise the performance of assigned personnel.
- c) Relate effectively with a wide variety of professional staff members and community people.
- d) Interpret, apply and explain rules, regulations, policies and procedures.
- e) Meet schedules and time lines.
- f) Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE REQUIRED

Any combination equivalent to: Master's degree and five years experience in a special education environment including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS

General Administration, Standard Administration or Administrative Services Credential with appropriate basic credentials.

WORKING CONDITIONS

ENVIRONMENT: Office environment.

WORK DAYS AND PAY RANGE

The work year of the Assistant Superintendent shall be 222 days. Salary: Level VII of the Administrative Salary Schedule.