



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Executive Director, SELPA

Class Code: 1620

Work Days: 225

GENERAL PURPOSE

Direct, manage, plan, and provide leadership for the programs and activities of the Special Education Local Plan Area (SELPA) Unit; provide performance management leadership to staff; coordinate assigned activities with other units, divisions, and outside agencies; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over management, supervisory, professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Coordinate and direct communications, information, personnel, and resources to assure smooth and efficient activities and operations related to the SELPA; direct the development and implementation of programs, projects, services, strategies, goals, and objectives associated with SELPA; and recommend and implement policies and procedures.
 2. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; and identify opportunities for improvement.
 3. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor workflow; and review and evaluate work products, methods, and procedures.
 4. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 5. Recommend and administer policies and procedures that are consistent with the mission and values of the Orange County Department of Education (OCDE).
 6. Serve as liaison for the SELPA with other SELPAs in state and county with other OCDE units, divisions, and outside agencies; negotiate and resolve significant and controversial issues; and assist schools and districts in managing and conducting alternative dispute resolution sessions.
-

-
7. Manage and participate in the development and administration of the SELPA budget; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring and approval of expenditures, recommending adjustments when necessary.
 8. Provide responsible staff assistance to higher level management staff and prepare and present staff reports and other necessary correspondence.
 9. Assist schools and districts with Alternative Dispute Resolution strategies to work effectively with parents.
 10. Conduct a variety of organizational studies, investigations, and operational studies and recommend modifications to SELPA programs, policies, and procedures as appropriate.
 11. Prepare for and facilitate the North Orange County Superintendent Cabinet meetings; participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of special education.
 12. Represent the North Orange County SELPA and governing body at monthly local, regional, and state meetings.
 13. Respond to and resolve difficult and sensitive inquiries and complaints.
 14. Demonstrate attendance sufficient to complete the duties of the position as required.
 15. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Operational characteristics, services, and activities of the SELPA program.
4. Modern and complex principles and practices of program development and administration.
5. Modern and complex principles and practices of curriculum development and instructional strategy trends for special education instruction.
6. Methods and approaches to planning instructional programs and services geared for students requiring special education programs.
7. Principles of budget preparation and control.
8. Special education law as delineated through the Individuals with Disabilities Education Act (IDEA), Office of Special Education Programs (OSEP), case law, and Education Code.
9. Special education and general education law as it pertains to student special education programs, IEPs, discipline, and Section 504 plans.
10. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
11. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, supervise, organize, train, coach, and evaluate professional, technical, and clerical personnel; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Develop and present training materials.
5. Provide administrative and professional leadership and direction for the SELPA Unit.
6. Recommend and implement goals, objectives, and practices for providing effective and efficient educational services.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Prepare and administer large and complex budgets.
9. Establish and maintain effective working relationships with various constituencies.
10. Interpret and explain laws, codes, contracts, policies, and procedures.
11. Prepare clear and concise correspondence, reports, and other written materials.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, including specialized training in educational administration and special education, and six (6) years of special education experience, including three (3) years of administrative and supervisory experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with

those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with moderate to high pressure.