



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Director III, SELPA Educational Services	#6311
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 01	

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent of Professional Learning and Support in partnership with the Governance Council of the San Joaquin County Special Education Local Plan Area (SELPA), plan, direct, organize, advise, and assist in the delivery and administration of special education services within the SELPA. Provide educational and administrative leadership to certificated and classified staff. Interpret and provide guidance for the implementation of state and federal legal mandates regarding special education and services to children with special needs.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Administrative Services Credential. Possess a Master's Degree in education, special education, or a related field. Five years of administrative experience in special education or a closely related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience within a multidistrict SELPA. Experience with California Department of Education complaints due process.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- assigned software
- principles, techniques, strategies, goals, and objectives of public education and special education programs and services
- components of SELPA Local Plan and means of implementation
- curriculum standards, interpretation, and application in special education
- Federal, State, and local laws, codes, ordinances, regulations, policies, and other requirements which are applicable to the education field in general and to Special Education specifically
- principles and practices of administration, supervision, and training.
- oral and written communication skills
- interpersonal skills using tact, patience, and courtesy

Ability to:

- train, supervise, lead, and evaluate staff
- to be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

- operate a computer
- successfully manage multiple tasks concurrently
- plan, organize and direct the educational operations, activities, programs, and services of the SELPA department
- oversee a wide range of educational programs and relate to the personnel associated with those programs
- set high standards and assist others in meeting those standards
- establish and maintain cooperative and professional working relationship with individuals, groups, public, and private agency personnel
- maintain and improve professional skills and knowledge; receptive to change
- utilize data to analyze complex problems, develop solutions, and make effective decisions.
- prepare and deliver oral presentations

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL TASKS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities; represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Plan, organize, communicate, and monitor by providing innovative leadership in collaboration with SELPA county administrators and departments to align and enhance equitable educational opportunities and access for students with disabilities.
14. Evaluate programs and work with district directors to identify and assist with areas for improvement through new systems or processes to improve student outcomes.
15. Plan and administer the SELPA programs and services to ensure that special education goals and objectives are accomplished within prescribed priorities, time limitations, and funding.
16. Conduct annual and three-year revisions of the local plan
17. Recommend modifications to SELPA policies and procedures as appropriate.
18. Coordinate SELPA activities with other divisions, departments and outside agencies and organizations.
19. Negotiate and develop program and curriculum improvement and changes. inter-agency agreements, Local Plan revisions and publications and SELPA forms and manuals.
20. Develop, revise, and publish required SELPA forms, handbooks, and other materials
21. Support LEAs in compliance monitoring and assistance with compliance goals as identified by CDE
22. Serve as a liaison to the Community Advisory Committee to ensure an effective level of community involvement with special education programs.
23. Develop, implement, and administer SELPA budgets.
24. Prepare funding allocation plans and procedures annually according to the Local Plan.

25. Develop personal and professional goals and objectives which support and are consistent with the annual and long-term goals of the Governance Council of the San Joaquin County Special Education Local Plan Area (SELPA).
26. Participate in the acquisition of grants and other sources of funding for programs and projects; coordinates and participates in writing proposals and agreements; ensure that grants and agreements are properly administered.
27. Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations.
28. Supervise and evaluate the performance of assigned staff; plan, coordinate and arrange for appropriate training and development of subordinates.
29. Plan and coordinate a comprehensive program of staff development activity as required in the Education Code and Local Plan.
30. Provide administrative leadership and assistance to local Special Education Administration by preparing agenda and minutes for meetings of the Council of Directors, SELPA Finance Committee and SELPA Governance Council.
31. Motivate, challenge, and guide others in the improvement of educational programs with LEAs and county office services.
32. Interpret, apply, and explain laws, code, regulations, policies, and procedures.
33. Provide leadership by planning, organizing, and directing the services and staff functions of the SELPA.
34. Design, oversee, and deliver proactive special education Alternative Dispute Resolution (ADR) services using a comprehensive and strategic approach, aimed at preventing conflicts and fostering collaborative solutions for member Local Education Agencies (LEAs) and the students and families they serve.
35. Assist member Local Education Agencies (LEAs) in navigating and resolving special education legal claims and disputes, ensuring compliance with relevant laws and regulations while providing expert guidance and support throughout the process.
36. All other duties as assigned.
37. Participation in State-wide SELPA and professional organizations.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.

5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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