



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Assistant Superintendent
Special Education/SELPA #5025

Administrative Council Salary Schedule
Range 03

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree in special education or a closely related field. Five years of progressive work experience in administration and knowledge of current federal, state and case laws and regulations regarding Special Education. Experience in working with a variety of agencies and other community resources involved with students with disabilities and families.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree. Administrative experience in the development and implementation of programs and services related to individuals with severe and low incidence disabilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Knowledge of principles and practices of modern management including personnel, organizational development, budget, collective bargaining, purchase and information processing. Ability to utilize technology not limited to a computer with fluency of assigned software usage. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to develop, manage and oversee budgets. Possess 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess a valid California Administration Credential; and Special Education or Pupil Personnel Credential, or Psychologist, or Speech Pathologist, i.e.: Clinical Rehabilitative Services Credential. Knowledge of special education procedural safeguards, due process complaints and alternative dispute resolution.

SUMMARY OF POSITION:

Under administrative direction of the Associate Superintendent of Student Programs and Services, performs responsibilities that include being a participating member of the management team and playing a significant role in decision making. Specific areas of responsibility include the administrative functions required for the smooth operation of the Special Education Programs operated by the County Office of Education and the efficient management of all SELPA Programs with the collaboration of member LEA directors and superintendents.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, legislators, parents, students, and/or SJCOE staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Administer, coordinate, and implement the Special Education Local Plan, the management information system, and program specialist services.

4. Assist LEAs in improving the educational outcomes of students with disabilities.
5. Monitor IEPs and Special Education data of member LEAs for compliance with State and Federal accounting, program and legal requirements.
6. Administer the funding allocations processes and procedures throughout the year according to the Local Plan.
7. Participate in, coordinate, and/or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
8. Represent the SJCOE at local, regional, state, and federal meetings, conferences, in-services, and events.
9. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
10. Communicate effectively both orally and in writing.
11. Supervise and evaluate staff.
12. Analyze data and situations accurately and adopt an effective course of action.
13. Build trusting relationships by acting with integrity, courtesy, and responsibility. Establish and maintain cooperative and effective working relationships with others.
14. Prepare reports that are timely and accurate.
15. Maintain full knowledge of budgets, provide supervision of the fiscal functions, anticipate revenue and expenditure needs and changes.
16. Provide administrative leadership for the various Special Education Programs.
17. Provide mentorship to administrators through collaboration and consultation.
18. Encourage parent participation within the Special Education community.
19. Develop and monitor regional interagency agreements.
20. Oversee and participate in the Community Advisory Committee and parent organizations.
21. Provide proactive leadership related to legislative issues impacting the SELPA.
22. Provide technical assistance to member LEAs in the areas of Alternative Dispute Resolution, due process hearings and compliance complaints.
23. Assume additional duties and responsibilities as assigned by the Associate Superintendent or Superintendent.

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/typewriter, 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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