

TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

ADMINISTRATOR I

DEFINITION:

Under the supervision of the Assistant Superintendent SELPA and the direct supervision of the SELPA Administrator II, plan, organize, control, and direct SELPA and Special Education activities throughout the county. Guide and facilitate the districts in the implementation and administration oversight of their special education programs. Represent Tehama County Department of Education and the SELPA in special education related areas and implementation of IEP's. Direct and supervise staff in the implementation of quality services.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Supervise the implementation of the IEP process in programs operated by the Tehama County Department of Education
- Provide Special Education case management assistance to school personnel
- Facilitate, monitor, and evaluate the implementation of policies, procedures, and practices pertaining to compliance with state and federal Special Education laws and regulations, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act
- Assist in resolving conflicts pertaining to the provision of Special Education services and the provision of a free, appropriate publicly funded education
- Provide direct supervision and consultation to Special Education personnel so as to effect curricular and programmatic improvements
- Implement the identification, referral, assessment, individualized education program (IEP) development, placement, and review process for pupils referred to or receiving services from special education programs operated by the Department
- Participate with staff in identifying staff development needs and developing solutions to meet those needs
- Provide leadership in establishing new programs and developing improved understanding of existing programs
- Evaluate and recommend revisions to existing programs and procedures
- Assist with the responsibility for compiling, maintaining, and filing legally required reports and records
- Develop recommendations for future equipment and personnel needs
- Supervise and evaluate Special Education and ancillary personnel employed by the SELPA's administrative unit
- Perform other duties that may be required of the Department's management personnel
- Drive frequently for department business.

QUALIFICATIONS and REQUIREMENTS:

Valid California driver's license and evidence of insurance.

Education:

- Possession of a California Administrative Credential or an out-of-state Administrative Credential and the ability to obtain a California credential within a reasonable period of time
- Possession of a valid credential authorizing service in Special Education or Pupil Personnel Services preferred
- Master's degree in a related field preferred

Experience:

- Three years experience in Special Education or Pupil Personnel Services or related field
- Experience in designing and conducting professional development programs
- Experience as a program or site consultant, supervisor, administrator, or a program specialist
- Knowledge of Special Education placement and assessment processes and services
- Familiarity with and understanding of Special Education laws and regulations
- Thorough understanding of Special Education teaching methodologies and strategies, classroom management techniques, and behavior management strategies

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.