



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR, REGIONAL SELPA PROGRAM SPECIALIST**

### DEFINITION:

Under general direction of the Assistant Superintendent, SELPA, the Regional SELPA Program Specialist is responsible for assisting in the leading, coordination, and implementing of special education services to support member local education agencies (LEAs). The SELPA Program Specialist will interact with LEAs, County Office of Education (COE), parents, community members, and other partners to support the implementation and monitoring of the SELPA Local Plan, Allocation Plan, and related policies, procedures, and guidelines. The SELPA Program Specialist will support LEAs in efforts toward improving outcomes for students with disabilities.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

- In collaboration with SELPA leadership and partner agencies, support member LEAs in improvement efforts and provide technical support within the Statewide System of Support with the purpose of improving outcomes for students with disabilities.
- Oversee the collection and monitor SELPA-wide data points to ensure compliance with California Education Code, Tehama County SELPA Local Plan, and other federal and state mandates.
- Provide consultation to member LEAs and special education administrators regarding regional services and program referrals, appropriate special education programs, and other special education issues to ensure the full educational opportunity for students with disabilities.
- Process initial referrals to regional services and programs, provide observations and support as aligned in the SELPA Local Plan and SELPA Agreements.
- Consult with SELPA Administrator and SELPA Executive Committee on any recommended revisions to special education policies and procedures in accordance with legislative updates and current legal trends.
- Develop and revise forms necessary for the provision of special education to be utilized by member LEAs.
- Assist the SELPA Administrator in coordinating and providing technical assistance to member LEAs in all areas of state and federal compliance monitoring, including but not limited to, the development of the Small Schools Monitoring, LEA LCAP Consultation, Compliance, Improvement, and Monitoring (CIM) Plan, Targeted Monitoring, Intensive Monitoring, Disproportionality, and Significant Disproportionality.
- Serve as a liaison to the Tehama County SELPA Community Advisory Committee (CAC) and provide in-service opportunities for parents, families, and the disability community at large.
- Coordinate and facilitate SELPA-wide alternative dispute resolution (ADR) activities.
- Monitor and compile data related to compliance complaints, due process filings, and alternative dispute resolution outcomes.
- Support capacity building within member LEAs to promote access to professional learning opportunities across the SELPA by utilizing various delivery models (e.g., on-site, off-site, virtual, trainer-of-trainers).
- Connect member LEAs to SELPA-wide resources to ensure full implementation of the continuum of services.
- Analyze and compile data reports for SELPA Committees, SELPA leadership, and member LEAs.
- Collaborate with TCDE Special Education Directors and ERMHS Psychological Services Specialist on referrals to regional services and programs.



Tehama County Department of Education  
Job Description  
Administrator, Regional SELPA Program Specialist

Official:   
Effective: 11/06/2024

- Assist general and special education staff and administrators in the development and modification of curriculum and appropriate instructional programs for students.
- Assist the SELPA Administrator and SELPA Fiscal staff monitor specific budgets.
- Selects, trains, supervises and evaluates staff as assigned.
- Promotes multilingual, multicultural learning environments.
- Drives frequently for department business.
- Other duties as assigned.

EXPERIENCE AND EDUCATION:

- Possession of a valid teaching credential authorizing service in Special Education or Pupil Personnel Services, School Psychology.
- Possession of a California Administrative Credential or ability to obtain.
- Master's degree in a related field preferred.
- Five years' experience in Special Education or Pupil Personnel Services or related field preferred.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Special education services, assessments, referral processes, laws and regulations and the differing special education disability eligibility categories.
- Effective conflict resolution strategies.
- Laws and regulations that govern the Individualized Education Plan (IEP) process.
- Federal and state compliance and monitoring systems related to students with disabilities.

ABILITY TO:

- Maintain confidentiality.
- Effectively supervise and evaluate certificated and classified staff in a variety of educational settings.
- Maintain accurate records and files.
- Prepare documents and reports within specified deadlines.
- Effectively communicate with staff, parents, and district personnel and outside agencies to ensure the coordination of services and programs to children with identified disabilities.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: \_\_\_\_\_ Revised: November 6, 2024

**APPROVED**

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 