



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR - PROGRAM SPECIALIST

DEFINITION:

Under the supervision of the SELPA Director, this position is responsible for planning, organizing, facilitating, directing and supervising assigned programs within the Tehama County SELPA.

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.

- Provide guidance and assistance with Tehama County Districts in the implementation and administration oversight of their special education programs.
- Represent the Tehama County Department of Education and the SELPA in special education related areas and implementation of IEP's.
- Make recommendations to the SELPA Director on staffing and personnel issues related to regional programs.
- Direct and supervise staff in the implementation of quality services.
- Supervise the implementation of the IEP process in programs operated by the Tehama County Department of Education.
- Facilitate IEP's for Districts and the Tehama County SELPA.
- 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, the Americans with Disabilities Act, and the Tehama County Local Plan.
- Provide technical assistance to districts and the department in the implementation of due process procedures.
- 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 and recommend curricular and programmatic improvements.
- Participate in the development of policies, interagency agreements and memorandum of understanding agreements.
- 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 and districts in identifying staff development needs and developing activities to meet those needs.
- Provide leadership in establishing new best practice and innovative programs and developing improved understanding of existing programs.
- Evaluate and recommend revisions to existing programs and procedures.
- Assume responsibility for compiling, maintaining, and filing all legally required reports and records
- Develop recommendation for future equipment and personnel needs.
- Assist in the recruitment, selection, and the recommendation for hiring of personnel.
- Monitor the performance of contractees providing services on behalf of the SELPA, the Department, or, as appropriate, the districts.
- Plan, coordinate and facilitate Special Education committee and community meetings.
- Assist in responsibility for fiscal planning, budget development and budgetary administration for the Special Education programs operated by the Department under the direction of the SELPA Director and SELPA Budget Analyst.
- Implement Alternative Dispute Resolution and provide training to districts.
- Function as a cooperative and contributing member of the SELPA leadership team.
- Perform other duties that may be required of the Department's management personnel.
- Drive frequently for department business.



Tehama County Department of Education
Job Description
Administrator - Program Specialist

Official: NO
Effective: 7/2/18

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Possession of a valid teaching credential authorizing service in Special Education or Pupil Personnel Services.
- 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.
- Three years successful experience in school administration.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Special education services and assessment processes.
- Special education laws and regulations.
- Special education teaching methodologies and strategies, classroom management techniques, and behavior management strategies.
- Effective conflict resolution strategies.
- Laws and regulations that govern the Individualized Education Plan (IEP) process.
- Technical assistance available to districts and specific school site with regard to due process proceedings.

ABILITY TO:

- Maintain confidentiality.
- Effectively supervise, evaluate and manage staff in a variety of educational settings.
- Provide guidance and support for districts and SELPA specialists in the implementation and administrative oversight of Special Education services.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing, and walking frequently.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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.

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Created: <u>July 5, 2016</u>	Revised: <u>July 2, 2018</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u>Noelle DeBortoli</u>	
Date: <u>7/2/18</u>	