



# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## JOB DESCRIPTION

### ASSISTANT DIRECTOR – SELPA PROGRAMS & CONTINUOUS IMPROVEMENT FACILITATION

#### DEFINITION:

Under the direction of the SELPA Executive Director, this position will provide supervision and coordination of the SELPA related programs and staff including: Educationally Related Mental Health Services (ERMHS) regionalized program, clinicians and behaviorists, Infant to Preschool transition, school psychologists, and school nurses. This position would also provide leadership and technical assistance related to compliance and best practice to all SELPA LEAs schools to ensure appropriate services for individuals with disabilities by supporting a full continuum of services, for eligible students from birth to age 22.

#### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Responsibilities listed below are not all-inclusive, but are descriptive of the typical tasks performed.

- Supervise Pupil Personnel Services staff (ERMHS, Psychologists, and School Nurses).
- Coordinate services, assessments, psychological related services, case management to students eligible for ERMHS.
- Facilitation and consultation with school staff, community agencies and community liaison teams.
- In cooperation with the SELPA Executive Director, coordinate and oversee SELPA special education professional development for various stakeholders including LEA administrators, general education teachers, service providers, and families.
- Oversee the Data Identified Non Compliance (DINC) correction process and support LEA during state level special education reviews (Disproportionality, Performance Indicator Review, and Comprehensive Reviews).
- Be a liaison and expert for any support for LEAs involved in Differentiated Assistance (DA) related to Students with Disabilities subgroup.
- Directly supervise and evaluate all regional ERMHS staff, school psychologists, and school nurses and coordinate professional learning communities for each group.
- Attend and coordinate IFSP to IEP transition meetings. Work collaboratively with Preschool assessment team to ensure child find occurs.
- Assist in the implementation of the SELPA local plan and policies and oversee SELPA program specialist services.
- Conduct assessments, observations and interviews to determine appropriate services.
- Support the implementation of positive behavioral interventions conforming to all IDEA-related requirements.
- Support IEP teams in developing pre-referral strategies in response to student's behavioral and social emotional needs within their least restrictive environments.
- Advise and support administrative staff and education teams regarding appropriate referrals for ERMHS.
- Coordinate parent trainings for families with students with disabilities.
- Prepare and review assessment reports or case histories with an emphasis on social-emotional factors influencing the student's educational progress.
- Provide a variety of psychological related services to identified students.
- Participate and facilitate a variety of meetings including IEP meetings, case reviews, multi-agency staffing and other related meetings.
- Assist teams in developing appropriate social-emotional goals and objectives, and progress monitoring.



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- Collaborate with other educational and community agencies to implement effective service plans for students.
- Provide in-service training to parents, community agencies, student groups and educational staff members, addressing the promotion of positive mental health principles related to educational success.
- Provide clinical supervision and training to school based mental health clinical staff.
- Supervise behavior counselors in individual case progress for compliance, quality control, and identify opportunities for transition services to a less restrictive setting as appropriate.
- Provide coordination and case management for students in district placements in residential treatment facilities.
- Monitor and oversee students placed in a non-public schools (NPS)/residential setting due to mental health related needs.
- Travel from site-to-site (including residential treatment centers or non-public schools) and/or perform necessary home visits for providing direct treatment, program monitoring, and collaboration.
- Provide coordination and case management for students in district placements in residential treatment facilities.
- Monitor for compliance of ERMHS.
- Budgeting and fiscal oversight for the assigned programs.
- Ability to provide Alternative Dispute Resolution and conflict management for the county.
- Drive frequently for Department business.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education training and experience that demonstrates the ability to perform the duties and responsibilities as described above.

- Valid Administrative Credential is required.
- Valid California Pupil Personnel Services credential with a School Psychologist authorization or School Counseling or School Social Work focus is required.
- Master's Degree is required.
- Minimum five (5) years of progressive experience in a leadership capacity is required.
- Advanced training and related experience in the education of individuals with exceptional needs in an educational setting.
- Experience and training in continuous improvement strategies and data to find root causes related to improvement.
- Experience working with psychological service programs and methods in an educational setting
- Demonstrated successful facilitation, consultation, communication and leadership skills
- Demonstrated psychological assessment and report writing skills
- Demonstrated counseling skills in a variety of settings
- Possession of a valid California driver's license and vehicle insurance

KNOWLEDGE OF:

- Knowledge and ability to coordinate service delivery under a Multi-Tiered Systems of Support model. Provide training to SELPA LEAs in MTSS.
- Current legislation and regulations as they relate to special education.
- Special education assessment, instruction and qualitative program development with various disabilities including their characteristics and specialized instructional techniques.
- Effective use of special education materials and publications to research and compile information.
- Case management and analysis.
- Legally defensible IEP facilitation and development.
- Various data collection and analysis techniques.
- Budgeting and fiscal oversight particularly in the Special Education arena.



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- Alternative dispute resolution and conflict management.
- Principles and techniques of psychological assessment, psychological consultation and service delivery models.
- Therapy methods appropriate to meet the needs of students experiencing educational difficulty.
- Resources available to students and their families.
- Federal and state laws concerning special education and related services.
- State funding allocation methods as related to ERMHS.

**ABILITY TO:**

- Plan and implement effective special education programs, including staff and parent training, within established budget constraints.
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Identify social-emotional needs of students.
- Work as part of a multidisciplinary educational support team.
- Work independently.
- Communicate effectively in oral and written form.
- Maintain clear and accurate records.
- Meet established timelines.
- Establish and maintain effective relationships with those contacted in the course of work.
- Provide psychological related services to students and families.
- Work collaboratively with all LEAs in the SELPA on complex compliance needs in a continuous improvement model.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

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Created: _____ April 17, 2018 _____	Revised: _____
<b>APPROVED</b>	
Print Name: _____ Noelle DeBortoli _____	Title: _____ Executive Director, Human Resource Services _____
Signature: _____	
Date: _____	