



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

DIRECTOR - STUDENT, FAMILY, AND DISTRICT SUPPORT

DEFINITION:

Under the direction of the SELPA Administrator, this position is responsible to provide coordination of services, a continuum of Alternative Dispute Resolution (ADR); consultation and technical assistance to school staff, families, community agencies, and community liaison teams.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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.

Oversee and support assessments, observations and interviews to determine appropriate services; provide neutral consultation on assessments and IEPs; participate and facilitate a variety of meetings including IFSP and IEP meetings, case reviews, multi-agency staffing and other related meetings; lead and coordinate facilitated IEPs for LEAs and families; coordinate referrals from LEAs, families, and outside agencies to the continuum of dispute prevention and resolution within the SELPA; provide in-service training to caregivers, community agencies, student groups and educational staff members, addressing the promotion of positive mental health principles related to educational success and dispute prevention to preserve relationships; 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 Related Services; prepare and review assessment reports or case histories with an emphasis on social-emotional factors influencing the student's educational progress; assist teams in developing appropriate IEP goals and progress monitoring; collaborate with other educational and community agencies to implement effective service plans for students; provide supervision and training to school based mental health clinical staff; supervise behavior counselors in individual case progress for compliance, quality control, and identifies 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 to provide 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 rules, regulation and reporting requirements; create and maintain outcome data as it relates to the continuum of dispute resolution and school based mental health services; oversee and manage ADR and ERMHS budgets, under the direction of the SELPA Administrator; regularly attend and report out to the SELPA Governance Council and Community Advisory Council (CAC); oversee and manage program budgets; drive frequently for Department business; perform other related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be possession of a valid Administrative Credential; possession of a valid California Pupil Personnel Services credential with a School Psychologist authorization or School Counseling or School Social Work focus required; Master's Degree required; experience working with students with disabilities in an



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educational setting; demonstrated successful 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:

Special education services, assessment processes, laws and regulations; effective management, conflict resolution strategies, dispute prevention, mediation and resolution strategies; resources available to students and their families; laws and regulations that govern the Individualized Education Plan (IEP) process, Infant and Family Service Plan (IFSP) and California Education code as it relates to special education; effective coordination of services and programs available, including non-public schools and agencies; federal and state laws concerning special education and related services; state funding allocation methods as related to ERMHS and dispute prevention.

ABILITY TO:

Maintain confidentiality; plan and implement effective special education programs, including staff and family training, within established budget constraints; analyze complex situations and prepare response alternatives for consideration by decision-making groups; effectively supervise and evaluate staff in a variety of educational settings; identify social-emotional needs of students; work as part of a multidisciplinary educational support team but also independently and as a neutral party as needed; communicate effectively in oral and written form with staff, parents, district personnel and outside agencies to ensure the coordination of services and programs to children with identified needs; provide guidance and support for districts and SELPA in the implementation and oversight of the continuum of services and legally defensible IEPs; maintain clear and accurate records and meet established timelines; establish and maintain effective relationships with those contacted in the course of work; conduct group training sessions and provide professional development to staff and district personnel through an implementation science model.

PHYSICAL DEMANDS:

Reasonable accommodations 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

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APPROVED

Print Name: Chinny Clawson

Title: Director, Human Resource Services

Signature: 