

**SAN MATEO COUNTY OFFICE OF EDUCATION  
ASSOCIATE SUPERINTENDENT, SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

**BASIC FUNCTION:**

Under the direction of the Special Education Local Plan Area (SELPA) Governing Board provide leadership, guidance and administrative support to the Special Education Local Plan Area (SELPA) operations, organize, and direct activities, personnel and services to assist SELPA LEAs in meeting the needs of students with disabilities; coordinate and direct communications, information, personnel, resources, training and staff development functions. Prepare and monitor budgets to support the efforts of SELPA LEAs, enhance student learning and achievement and assure smooth and efficient department activities.

**REQUIRED QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

- Five (5) years of certificated experience in the public or private schools in an administrative capacity in special education or related experience.
- Advanced training and experience in Special Education, both as a teacher/specialist and administrator, as well as leadership experience at the school site and district or county levels
- Master's Degree or Doctorate

**LICENSES AND OTHER REQUIREMENTS:**

- California Administrative Services credential.
- Education Specialist Teaching Credential and/or Pupil Personnel Services Credential

**ESSENTIAL DUTIES:**

- Function as a member of the interdisciplinary educational services team in the county; serves as a member, primary staff and resource to the SELPA Governing Board and as the executive secretary to the Special Education Community Advisory Committee (CAC);
- Direct the regional activities of the SELPA. Serves as liaison between the office, LEAs, outside agencies, officials and community groups; provide leadership, guidance and administrative support to the SELPA;
- Ensure that all children eligible under IDEA have access to appropriate Special Education supports and services via a continuum of program options within the SELPA;
- Coordinate a system of procedural safeguards, administrative policies and guidelines necessary to implement policies affecting SELPA, including due process; submits recommendations to the SELPA Governing Board for approval as needed [E.C. 56205(a)(12)(B)];
- Develop and prepare the annual preliminary SELPA budget; determine budget priorities; analyze and review budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; coordinates the disbursement of state and federal funds related to SELPA;
- Coordinate allocation of special education funding as directed and approved by the SELPA Governing Board, monitoring the efficacy of the funding model and its impact on LEAs;
- Oversee SELPA interagency agreements and negotiate rates for contracts with non-public agencies and schools on behalf of LEAs in the SELPA;
- Administer promotional and marketing activities to facilitate community awareness of SELPA programs and services; oversees the preparation and distribution of related informational materials; coordinate press releases and the placement of advertisements;
- Establish and maintain partnerships with outside agencies to facilitate and enhance support for SELPA services;
- Represent and advocate on behalf of the SELPA to promote SELPA goals, objectives and legislation enhancing support for special education programs with the community and statewide as appropriate;

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Associate Superintendent, SELPA

- Coordinate and direct SELPA communications, resources and information between teachers, administrators, staff, outside agencies, LEAs, students, parents and others;
- Direct and supervise SELPA personnel, coordinate facilities and monitor special programs or projects;
- Investigate, analyze and facilitate proper and timely resolution of staff, administration, student, parent, due process and various other issues, disputes and conflicts; act as a mediator to ensure consensus when differences of opinion occur between LEA directors or superintendents of the SELPA;
- Provide technical assistance to LEAs in compliance, complaint procedures, and due process when appropriate;
- Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning SELPA-wide programs, services, operations and activities; prepare and develop agendas when necessary;
- Plan, organize, control and direct SELPA operations, activities and services to assist SELPA LEAs in meeting the needs of students with disabilities; establish and maintain SELPA time lines and priorities;
- Coordinate the management information system for reporting student program and fiscal data to local, state and federal agencies;
- Monitor, analyze and adjust regional services in response to student needs, learning and achievement; interpret, coordinate and direct the implementation of the Local Plan;
- Develop, administer and revise the SELPA Local Plan and assure compliance;
- Seek grant funding opportunities to expand the role and impact of the San Mateo County SELPA, both locally and statewide;
- Provide leadership for implementation of the San Mateo County Office of Education's Strategic Plan by providing professional development to managers;
- Attend and represent SELPA and County Office at federal, state, local, regional, and other conferences and meetings to update skills and to keep abreast of state and federal laws, procedures and issues relating to child development and special education programs;
- Serve as a member of the Cabinet of the San Mateo County Office of Education;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

- Laws and requirements governing SELPA;
- Special education funding and its local implications;
- Special education programs and best practices;
- Rights of special needs students and their families;
- Data management requirements and methods relative to special education and SELPA;
- Public speaking and group facilitation techniques;
- Budget preparation and control; fiscal projections and analysis;
- Grant writing.

### **SKILLS AND ABILITIES TO:**

- Work effectively with the SELPA Governing Board and as part of the Administrative Team;
- Support members of the SELPA by providing guidance, technical expertise and advisory assistance;
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups;
- Demonstrate tact, patience and courtesy at all times;
- Analyze budgets and make effective fiscal presentations and recommendations;

- Develop and recommend short-term and long-range plans;
- Manage personnel, budgets and logistics efficiently and effectively;
- Plan and lead group meetings and collaborative decision processes;
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Provide consultation and technical expertise concerning student programs and services;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Communicate effectively orally and in writing;
- Supervise, evaluate and develop staff.

**WORKING CONDITIONS:**

- Indoor office environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS OF THE JOB:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.