

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

BASIC FUNCTION:

Under the direction of the Senior Administrator - SELPA, plan, organize and support educational operations, activities and services in the San Mateo County SELPA related to mental and behavioral health needs; coordinate communications, personnel, sites and information to meet student mental and behavioral health needs and assure smooth and efficient provision of services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and support educational operations, activities and services in support of the SELPA; assist with supporting assigned programs and services; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel, sites and information to meet student mental and behavioral health needs and assure smooth and efficient provision of services; assist in the development and implementation of SELPA programs, services, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures in areas related to scope of practice.

Coordinate production of work assignments and review work to assure compliance with established standards, requirements and procedures; conduct staff trainings and in-services as assigned.

Coordinate communications, programs, services and information between teachers, administrators, staff, school districts, outside agencies, students, parents and the public; establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services.

Participate in a variety of activities to enhance faculty understanding of mental and behavioral health practices, instructional material guidelines and requirements, curriculum and instructional strategies related to mental and behavioral health, as assigned; assist with developing and implementing standards of practice, instructional strategies and interventions; visit sites and classrooms to monitor and provide support for instructional activities, including provision of behavioral and mental health supports.

Coordinate student support functions to meet educational needs, goals and objectives related to assigned educational services as required; supervise student intake and placement functions as assigned.

Provide consultation to personnel, faculty, administrators, parents, school districts, outside agencies and the public concerning assigned educational services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, policies and procedures.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to assigned educational services; coordinate and conduct a variety of special projects and surveys as required; oversee and participate in the review, processing and analysis of various academic and administrative materials such as treatment protocols, forms and assessments.

Manager, Special Education Local Plan Area (SELPA)

Assist in the development and preparation of preliminary budgets for assigned educational services; review and evaluate financial data; control and authorize expenditures in accordance with established limitations; assist with researching, obtaining, monitoring and maintaining grants as assigned; prepare related applications and documentation.

Monitor and evaluate assigned services for educational and financial effectiveness; assist in the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness of assigned services.

Support and participate in the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; attend and participate in IEP meetings; assist in assuring proper preparation and maintenance of related documents, records and reports.

Maintain current knowledge of educational methods, practices and standards related to assigned educational services and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the administrator regarding mental and behavioral health services and related issues, needs and activities; assist in the formulation and development of related policies, procedures and programs.

Support and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, budgets, grants, incidents, accountability, financial activity, personnel, attendance and assigned duties.

Plan, organize and support campus activities at assigned sites to assure the health, well-being and safety of students and staff in classroom and non-classroom activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; prepare and deliver oral presentations concerning assigned educational services; attend and participate in various conferences, in-services, committees and special events as required.

OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of Special Education educational operations, activities and services.
Mental health and behavioral health ethics, practices, procedures, data collection and analysis and program design and implementation, including supervision of delivery of such services.
Curriculum standards, interpretation and application in assigned programs and services.
Local, State and federal standards and requirements governing assigned area.
Terminology, concepts, methods and procedures involved in coordinating assigned services.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.
Instructional techniques and strategies related to assigned student programs.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Budget preparation and control.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:

Plan, organize and direct educational operations, activities and services in support of mental health, behavioral health, social/emotional programming and other issues related to Special Education.
Coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services.
Supervise and evaluate the performance of assigned personnel.
Assist in the development and implementation of mental health and behavioral health related educational programs, services, schedules, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures.
Participate in a variety of activities to enhance personnel understanding of mental/behavioral health related educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to mental health and behavioral health.
Investigate and resolve student, administrative and staff issues, conflicts and complaints.
Provide consultation concerning assigned programs and services.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in psychology or related field and three years increasingly responsible experience working with SELPA's and school districts in areas related to mental health and behavioral health.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Approved by Personnel Commission:

February 8, 2017

San Mateo County Office of Education