

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Special Education Local Plan Area (SELPA)	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9734	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Assistant Superintendent of Special Education, Innovation and Learning	<b>CABINET REVISION:</b>	11-19-2020

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**BASIC FUNCTION:**

Under the general direction of the Assistant Superintendent of Special Education, Innovation and Learning, coordinates and administers programs and services within the Sacramento Special Education Local Plan Area Administrative Unit.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Work with the Assistant Superintendent of Special Education, Innovation and Learning to establish and maintain a strong relationship with the Community Advisory Committee (CAC); collaborate with appropriate departments to locate and provide appropriate school site space for special education programs and providing transportation to meet the needs of special need students and families. **E**

In coordination with the Assistant Superintendent of Special Education, Teaching and Learning, administers annual SELPA budget, Local Plan including the annual service and budget plans and SELPA related compliance reports (e.g., PIR, DINC, Sig Dis, etc.) plan for the purpose of ensuring appropriate distribution and use of federal, state, and local funds allocated for special education. **E**

Collaborate with internal and external personnel (e.g. public agencies, other SELPA administrators, community advisory committee members, nonpublic schools and agencies etc.) for the purpose of developing and maintaining interagency agreements and/or master contracts for nonpublic schools and agencies to ensure a full range of special education programs and services. **E**

Coordinate the development, implementation, monitoring, evaluation, and revision of the Local Plan for the purpose of providing administrative support to the SELPA and delivering services which conform to established guidelines. **E**

Work collaboratively with the Assistant Superintendent of Special Education, Innovation and Learning and the Instructional Assistant Superintendents and Professional Development personnel to co-develop and coordinate the training of principals and teachers for the purpose of promoting professional growth that addresses training needs of the SELPA and ensuring identified program outcomes are achieved. **E**

Monitor and evaluate the efficiency and effective of service delivery methods to ensure delivery of best practices and ensure compliance with Federal and State laws. **E**

Facilitate Individual Education Plan (IEP) and Alternative Dispute Resolution (ADR) meetings to resolve disputes in special education at the informal level. **E**

Represent the District in special education alternative dispute resolution, legal proceedings; investigate complaints, and report findings and recommendation as appropriate. **E**

Analyze trends in Due Process filings and use this information to provide targeted staff development. **E**

Develop proposals, new programs, budgets, and grant opportunities for the purposes of ensuring compliance with local, state, and federal regulations. **E**

Prepare and maintain a wide variety of complex materials and reports (e.g. SELPA forms, handbooks, state and federal mandated documents, fiscal reports, Annual Service and Budget Plan, interagency agreements, staff development materials, pupil count reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions. **E**

Represent the needs of the District/SELPA in statewide meetings for the purpose of maintaining an awareness of innovative and promising practices in special education, disseminating the information to the Chief Academic Officer and Assistant Superintendent of Special Education, Innovation and Learning. **E**

Serve as a liaison at the state and national level for the purpose of representing the District SELPA. **E**

Serve as a resource for central office administration and schools for the purpose of providing consultation and technical assistance in all areas of special education services, including current laws and establishing required special education services in medical and residential student facilities. **E**

Provide administrative support and coordinate District special education programs, including hire staff, arrange locations, and transportation services, and perform related activities to set up the program. **E**

Perform, in collaboration with the Office of Student Support Services, student services activities involving special education students in areas of attendance, transfers, suspension and expulsion procedures, and other related areas. **E**

Develop, plan, and implement strategic long and short-term plans and activities; perform program analysis, compile information and make decisions regarding the needs, objectives and programs of assigned area(s). **E**

Supervise, provides clear work direction and evaluate the performance of assigned personnel. **E**

As appropriate, provides clear, constructive feedback to improve staff effectiveness. **E**

As requested support interviews and the selection of highly qualified employees; recommend performance improvement plan, transfer, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates; initiate requisitions for positions funded by special education. **E**

Responsible for preparation and administration of the annual budget for the department; analyze and review budgetary and financial data to ensure accuracy. **E**

Monitor expenditures in accordance with established guidelines to ensure the financial stability of the District. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare a variety of correspondences and other documents. **E**

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities, resolve issues or concerns and exchange information. **E**

Oversees District Medi-Cal program, including staff training, billing, and reporting. **E**

Provide District staff and administration, outside agencies, and others as identified guidance regarding the procedures and guidelines of the SELPA plan. **E**

Research and disseminate information regarding new and existing legislation pertaining to special education laws, regulations and funding. **E**

Edit and maintain the Local Plan for Sacramento City Unified School District SELPA. **E**

Coordinate operating procedures and technical aspects of interagency agreements with various federal, state and local agencies providing contracted services for special education students. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Special Education. **E**

Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in education and/or special education; master's degree preferred. Four (4) years increasingly responsible administrative or supervisory experience in special education or related services. Teaching or related field and administrative experience in special education preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a current Administrative Services Credential and Teaching Credential with an English Language Authorization from the State of California Commission on Teacher Credentialing; Education Specialist Instruction Credential preferred. Valid California driver's license; provide personal automobile and proof of insurance.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Planning, organization, and direction of the District's SELPA and special education programs.
- Current educational administration principles and practices; planning and management processes.
- Special Education Local Plan Area (SELPA).
- District Curriculum, District content standards, and the California Standards for the Teaching Profession (CSTP).
- District's Local Control Accountability Plan (LCAP).
- California Professional Standards for Education Leaders (CPSEL) Standards.
- State and federally identified school improvement models and requirements.
- Commitment to effective decision-making and accountability for results.
- Finance and budget development and implementation of state and federal special grants. School improvement and professional development initiatives.
- Utilizing data and assessment results to inform instruction and provide effective interventions for improved student achievement.

- School management, practices, supervision, development, and training.
- Educational programs, curriculum and instruction, and learning of students K-12.
- Principles and practices of administration, supervision, and professional learning.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee and union contracts.
- District organization, operations, policies objectives and goals.

**ABILITY TO:**

- Provide guidance on the techniques and practices of effective supervision and administration around federal and state laws, policies, procedures and practices governing special education programs.
- Remain current on trends and development in the Special Education field.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Work with school improvement efforts that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain cooperative and effective working relationships with others, e.g., District personnel, parents, agencies.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare and maintain an operating budget.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.