

Solano County
Office of Education

JOB TITLE: Assistant Director, Behavioral Support Services, SELPA

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Assistant Superintendent, SELPA, the Assistant Director, Behavioral Support Services, SELPA, administers and coordinates a system of behavioral supports for students with disabilities, resulting in safe and sane schools, compliant programs and services focused on student success in the least restrictive environment; to manage the mental health referrals, ensuring timely assessment and provision of services to address social-emotional and behavioral needs, as provided by SELPA contractor non-public schools and agencies; to provides leadership and assistance to LEAs' and the community through the coordination of services to students with emotional and behavioral challenges; to provide technical assistance to member LEAs to ensure legal compliance, systemic related data collection, including discipline and behavioral emergency data necessary to ensure the implementation of evidence based practices; to lead a process of continuous improvement through participation in the needs assessment, development, coordination, and implementation of professional development, specifically with respect to school-wide, tiered systems positive behavior interventions and related services.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, SELPA

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid California credential authorizing teaching and administrative service in elementary or secondary schools.
- A minimum of five (5) years of certificated experience in public or private schools, or a commensurate combination of education and training which demonstrates the ability to perform the duties and responsibilities as described.
- Knowledge of the legal responsibility of a California Special Education Local Plan Area, including multi-district structures.

ESSENTIAL DUTIES:

- Support the development and maintenance of an organizational culture characterized by shared responsibility for continuous improvement, and the relentless pursuit of continuous improvement in the delivery of services and outcomes for students within the jurisdiction.
- Processes referrals for students requiring educationally necessary Mental Health Services.
- Provides technical assistance and guidance to LEAs in compliance procedures and due process.

- Monitors student population and utilization data trends throughout the SELPA.
- Recommends to the Assistant Superintendent, SELPA, future SELPA-wide programs, and professional development, based on emerging research evolving law, and student needs.
- Acts as a liaison to non-public schools and agencies as assigned.
- Participates in IEP meetings and resolution sessions in support of district IEP teams as appropriate.
- Work with groups of people with divergent viewpoints and resolve conflicts to achieve consensus on behalf of students.
- Prepare comprehensive narrative and statistical reports.
- Assist SELPA member districts in ongoing monitoring for Special Education compliance.
- Researches funding opportunities and prepares application for relevant projects.
- In collaboration develop a comprehensive understanding of Medicaid funding opportunities, and service delivery requirements, consistent with medical providers and community school models.

MARGINAL DUTIES

- Performs other duties as assigned.

This work consists of complex professional duties at a senior level of job performance.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow for other staff members in operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%)

Walking (30%)

Sitting (10%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
	Lifting – lbs. (0-40)		Lifting (3)	Bending (4)
	Pushing and/or Pulling Loads (3)		Reaching Overhead (2)	Kneeling or Squatting (3)
	Climbing Stairs (2)		Climbing Ladders (1)	