



Leadership • Collaboration • Support

**JOB TITLE: Assistant Superintendent, SELPA**

**Assistant/Associate/Deputy Superintendent Salary Schedule, Range 2**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under the direction of the Council of Superintendents plan, organize, and direct the Special Education Local Plan Area (SELPA) operations, activities and services to assist SELPA LEAs in meeting the needs of County 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.

**JOB REQUIREMENTS AND QUALIFICATIONS**

Required: California Administrative Services credential.

Education and Experience: Five (5) years of certificated experience in the public or private schools, including at least three (3) years in an administrative capacity in special education or related experience.

**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 Council of Superintendents.

Direct the regional activities of the SELPA. Serves as liaison between the office, districts, outside agencies, officials and community groups.

Attend federal, state, 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 programs.

Develop administrative rules and regulations necessary to implement policies affecting SELPA; submits recommendations to the SELPA Council of Superintendents for approval as needed.

Represent and advocate on behalf of the SELPA with the community and statewide as appropriate.

Develop and prepare the annual preliminary SELPA budget; determine budget priorities; analyzes and reviews 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 to districts as directed and approved by the Council of Superintendents.

Apply for discretionary funds and other grants that become available for 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.

Contact legislators to promote SELPA goals, objectives and legislation enhancing support for related programs and services.

Coordinate and direct SELPA communications, resources and information between teachers, administrators, staff, outside agencies, school districts, students, parents and other.

Investigate, analyze and facilitate proper and timely resolution of staff, administrative, student, parent, due process and various other issues, disputes and conflicts.

Provide technical assistance to LEAs in compliance complaint procedures and due process.

Resolve differences and acts as a mediator to reach consensus when differences of opinion occur between LEA directors or superintendents who serve on the Special Education Council or the Council of Superintendents.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning SELPA-wide programs, services, operations and activities.

Represent SELPA and the County Office at local, regional and State meetings, conferences, in-services, boards, councils and events; prepare and develop agendas.

Plan, organize, control and direct SELPA operations, activities and services to assist SELPA LEAs in meeting the needs of County students with disabilities; establish and maintain SELPA time lines and priorities.

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 assures compliance.

Function as the executive secretary to the Special Education Community Advisory Committee (CAC).

## **MARGINAL DUTIES**

Serve as a member of the Management Advisory Council of the Solano County Office of Education.

Performs other duties as assigned.

## **SUPERVISION RECEIVED**

Limited and general supervision. The Chair of Council of Superintendents and the County Superintendent provide executive direction to the Assistant Superintendent, SELPA and the County Superintendent serves as the employer.

## **SUPERVISION EXERCISED**

Supervision of program specialists and other assigned staff.

## **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing(15%)                      Walking(25%)                      Sitting(60%)

Body Movement (Frequency):

None(0)              Limited(1)              Occasional(2)              Frequent (3)              Very Frequent(4)

Lifting – lbs.(0-40)                      Lifting (2)                      Bending(2)

Pushing and/or  
Pulling Loads(1)                      Reaching  
Overhead(1)                      Kneeling or  
Squatting(1)

Climbing Stairs(2)                      Climbing Ladders(1)