



Leadership • Collaboration • Support

**JOB TITLE: SELPA Coordinator**

**Administrative A Salary Schedule, Range 9**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under the direction of the Assistant Superintendent, Special Education Local Plan Area (SELPA) or designee, the coordinator provides leadership and assistance to the Local Education Agencies (LEAs), the SELPA, and the community through the coordination of services to students with disabilities. The coordinator will support program related activities and duties including appropriate placement and services, provide consultation to LEAs and parents, and promote interagency collaboration. The coordinator will provide technical assistance to districts and the County Office to ensure compliance. Assists with development of the Local Plan and SELPA Procedures Manual, and develops and promotes evidence based practices throughout the SELPA. The position includes participation in the development, coordination, implementation, and evaluation of the SELPA-wide in-service programming for general education staff, special education staff and parents.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of valid California administrative credential or certificate of eligibility. Master's degree and/or doctorate preferred.
- Administrative experience preferred.
- Five years of experience in an educational setting.
- Valid California Driver's License.
- Extensive knowledge of State and Federal laws and regulations governing special education and individuals with disabilities.
- Advanced training and related experience in the education of individuals with exceptional needs or administration.
- A history of demonstrated excellence in oral and written communication.
- Ability to work independently, be self-regulated and self-disciplined, while following general directions in an effective manner.

## **ESSENTIAL DUTIES**

- Monitors compliance and procedures for referral, assessment, identification, Individual Education Program (IEP), and placement.
- Consults with professionals, the community, parents, and agencies regarding special education laws, procedures, and policies including: the Local Plan for Special Education; Individuals with Disabilities Education Act (IDEA); Section 504; and other laws related to individuals with disabilities.
- Functions as a liaison with agencies responsible for service to eligible students.
- Assists school districts and the County Office of Education in due process mediation and administrative hearings.
- Develops and implements an ongoing evaluation of programs and services for students with emotional and behavioral needs.
- Assists in the preparation of the Local Plan for Special Education in accordance with California Department of Education, Federal specifications, procedural manuals, and community awareness materials as required.
- Provides leadership, SELPA-wide, through in-service training/professional development LEA staff, parents, community agencies, and community groups.
- Coordinates and participates in interagency activities, including, but not limited to, grant writing, service delivery, and interagency agreement development.
- Serves on SELPA committees and projects as specified by the Assistant Superintendent, SELPA.
- Assists the Assistant Superintendent, SELPA in monitoring of Local Plan implementation, legal compliance, and data collection.
- Provides Alternative Dispute Resolution Services to LEAs and families of eligible students.
- Monitoring nonpublic schools for safety, provision of a free appropriate public education, delivery of services, qualifications of staff and student progress.

## **MARGINAL DUTIES**

- Performs other duties as required or assigned by the Assistant Superintendent, SELPA.

## **SUPERVISION RECEIVED**

Limited and general supervision. Directly responsible to the Assistant Superintendent, SELPA

## **SUPERVISION EXERCISED**

Employees in this classification may coordinate and/or supervise the work of other staff in operational unit as it relates to classified and/or certificated staff.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

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

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or  
Pulling Loads (1)

Reaching  
Overhead (2)

Kneeling or  
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (1)