

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

EXECUTIVE DIRECTOR, KERN COUNTY CONSORTIUM SELPA

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assistant Superintendent, Educational Services

ESSENTIAL FUNCTIONS:

1. Maintain operational responsibility for updating, implementing, and coordinating of the Consortium Local Plan for Special Education.
2. Provide oversight and supervision of the Search and Serve functions of the Consortium.
3. Provide technical assistance and direction to Consortium district administrators in planning and coordinating special education instructional and support services.
4. Recruit, supervise and evaluate necessary classified and certificated personnel for Consortium regional and mental health services.
5. Serve as Secretary to the Superintendents' Executive Council, and assist the chairperson to establish agendas, schedule meetings, and record minutes of the meetings. Develop and distribute the SELPA Sound Off newsletter summarizing issues for Superintendents.
6. Facilitate implementation of policies as established by Education Code and/or the Superintendents' Executive Committee.
7. Serve as chairperson of the Special Education Administrators Committee and assist SEAC members to implement each LEA's responsibility under the Local Plan.
8. Serve as a liaison with the Community Advisory Committee to ensure an effective level of community involvement with special education programs.
9. Supervise the preparation of annual, semi-annual & quarterly reports requested by the Superintendents' Executive Council, the California Department of Education, and the Administrative Unit.
10. Supervise the implementation of Consortium personnel development programs, including training for member district administrators, staff, parents, and members of the Community Advisory Committee.
11. Prepare funding allocation plans and budgets and maintain fiscal records regarding regional and mental health services.
12. Develop proposals, new programs, budgets and grant opportunities for the purposes of ensuring compliance with local, state, and federal regulations and meeting the Kern County Superintendent of Schools and the Consortium's goals.
13. Develop long and short range goals for the purposes of implementing regional special education and mental health programs/services and complying with local, state, and federal regulations.

14. Serve as SELPA liaison to agencies and organizations for the purpose of facilitating cooperative services for individuals with exceptional needs. Includes participation on various interagency committees and developing/monitoring interagency agreements and contracts with non-public schools and agencies providing services to students with disabilities.
15. Implement a SELPA-wide uniform data management system and electronic IEP related to pupil enrollment and program activities. Includes preparation of semi-annual mandated reports and the provision of in-service training activities relative to the MIS and IEP software program.
16. Deliver information, resources, and training, as required by the California Department of Education to include topics such as Compliance, LCAP, Disproportionality, Significant Disproportionality, etc.
17. Develop, maintain, and oversee the implementation of the SELPA's Alternative Dispute Resolution (ADR) Program, including semi-annual reporting to the CDE on ADR grants.
18. Maintain awareness and knowledge of SELPA issues on a state level.
19. Serve on State or Regional Committees to support SWD, such as the CCEE SWD Workgroup, and being a Regional Content Lead, etc.
20. Maintain awareness and knowledge of proposed legislation impacting special education.
21. Other duties as assigned, including but not limited to, general consultation, inter-SELPA coordination, CDE compliance complaint assistance, due process assistance, committee assignments, compliance reviews, charter school annual oversight review, etc.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in special education curriculum, staff development and management.
2. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

B. Professional Qualifications:

1. Proven ability to serve as a leader in developing, promoting and improving instructional practices and educational programs which improve special education outcomes for children.
2. Proven ability to analyze situations accurately and adopt an effective course of action.
3. Ability to provide leadership in committees and special projects within special education, interagency and parent groups.

4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to establish successful working relationships and rapport with individuals and groups.
6. Ability to articulate ideas and information effectively to others.
7. Ability to work effectively with diverse individuals and groups.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Possess or be eligible for California Administrative or Supervision credential.
2. Possess Master's degree or Doctoral degree from an accredited college or university.

B. Experience:

1. Successful experience as a teacher, specialist and/or administrator in the field of special education.
2. Successful experience related to staff management, program development and budget preparation.

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3/18/22

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