

JOB DESCRIPTION  
July 2019

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**COORDINATOR, SELPA SUPPORT**

**General Purpose:**

The Coordinator, SELPA Support is responsible to the County Superintendent and works under the direct supervision of the designated administrator. Coordinates services and program operations of the Placer County Office of Education's Special Education Local Plan Area (SELPA). This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Attends and participates in meetings, workshops, trainings as assigned (e.g. regionalized staff development, state wide and local training, state/regional/local committees, etc.) for the purpose of conveying and/or gathering information required to perform functions and duties.
- Communicates and collaborates with others for the purpose of implementing and maintaining special education services or programs and explaining appropriate procedures and disseminating of information as needed, including but not limited to:
  - Liaison to Community Advisory Committee
  - Liaison to Special Education Administrative Committee
  - Liaison to public agencies with whom the SELPA has Interagency agreements (Children's System of Care, California Children's Services, Alta Regional of California, Department of Rehabilitation, Head Start)
  - Liaison to Region 3 Committee for Staff Development
  - Liaison to California Services for Technical Assistance and Training (Cal STAT)
  - Liaison to other groups as needed.
- Assists with compiling and analyzing data from a variety of sources for the purpose of evaluating Local Education Agency (LEA) curriculum and/or services, implementing programs and/or services and complying with financial, legal and administrative requirements.
- Coordinates program components, support and materials (e.g. staff development, training, infant services, etc.) for the purpose of delivering services which conform to established guidelines and providing consultation to LEA and County Office personnel.
- Coordinates and develops SELPA wide staff development opportunities.
- Develops a wide variety of written materials (e.g. reports, handbooks, etc.) to provide support and resources in written format.
- Implements assigned program and/or projects for the purpose of conforming to LEA and state curriculum and/or instructional objectives.
- Presents information on a variety of topics (e.g. current practices, methods, etc.) for the purpose of conveying information and/or recommendations regarding the County's and/or LEA's programs.
- Researches a variety of information for the purpose of developing new programs, resources, and/or master plans.
- Supports the Executive Director, SELPA for the purpose of providing assistance to carry out job functions.
- Assists other personnel for the purpose of supporting them in the completion of their work activities and responsibilities.
- Seeks and coordinates funding resources (e.g. grants) and partnerships with appropriate agencies/organizations to facilitate educational benefits to SELPA and the districts it serves.

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

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## **COORDINATOR, SELPA SUPPORT/PAGE 2**

- Oversees Non-Violent Crisis Intervention training and certification; maintains re-certification due dates.
- Researches and develops revisions to the Local Plan.
- Manages Special Education Information System (SEIS) at SELPA level; training, updates, technical assistance.
- Develops proposals for University extension credit.
- Compiles and submits Behavioral Emergency reports to CDE.
- Maintains Independent Education Evaluators (IEE) list for SELPA.
- Oversees private school outreach; private school communication, survey and meeting.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A Master's degree in a job related area is required.

#### **Experience:**

- Minimum of five years of experience working under a Special Education, Clinical Rehabilitation, or Pupil Personnel Services Credential.
- Minimum of three years of increasing levels of leadership responsibility.

### **Knowledge, Skills and Abilities:**

- Knowledge of Special Education services, laws and regulations.
- Knowledge of leadership and management supervision methods and techniques.
- Knowledge of analyzing strategies to review and interpret technical information.
- Knowledge to write technical materials.
- Knowledge of budget operations and practices.
- Ability to accurately and positively represent and support the mission and goals of the Placer County SELPA as espoused by Executive Director, SELPA and Council of Superintendents.
- Ability to work effectively with professional staff, parents, agency representatives and community groups.
- Ability to analyze, define issues and draw conclusion for effective decision making on behalf of students, staff and families.
- Ability to communicate effectively verbally and in writing to a wide range of audiences, speak persuasively to implement desired actions, strong interpersonal skills, and ability to relate to diverse people.
- Ability to resolve conflict, problem solve and facilitate creative use of resources.
- Ability to maintain confidentiality.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: A valid California Pupil Personnel Services Credential, Educational Specialist Credential or Clinical Rehabilitative Services Credential.



## COORDINATOR, SELPA SUPPORT/PAGE 3

- A valid California Administrative Services Credential is preferred.

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 10

Reviewed and Approved:

Superintendent:

Date:

Human Resources:

Date:

9/4/19

8-19-19