

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Special Education Local Plan Area (SELPA), Program Specialist – Family & School Collaboration

BASIC FUNCTION:

Under the general direction of the Ventura County SELPA Director: Family and School Collaboration, provides leadership and assistance to the Local Educational Agency (LEAs), families, and community agencies in the implementation of laws, regulations, and policies at the State, Federal, and SELPA level. The Program Specialist is responsible for assisting in the coordination and implementation of the continuum of services offered through SELPA for Dispute Resolution and other SELPA programs and services. The Program Specialist will serve as a liaison between SELPA, parent, and community groups, assisting the Ventura County SELPA Director with the implementation, monitoring, and improvement of methodologies for data collection and technical assistance in Local Plan implementation and with the statewide systems of support. Responsibilities also include organizing and providing training for all participants including district administrators and direct service personnel; assisting in legal compliance and data collection; lead and support district personnel in SELPA Information Records and Analysis (SIRAS) training, reports, and compliance.

ESSENTIAL / REPRESENTATIVE DUTIES:

In collaboration with SELPA leadership and partner agencies, support LEAs in improvement efforts and provide technical support within the Statewide System of Support with the purpose of improving outcomes for students with disabilities.

Oversee the collection and monitor state-wide data points.

Provide impartial and confidential consultation to parents/guardians, community members and SELPA member district staff who are aggrieved or concerned about their child's education.

Provide consultation to LEAs and special education administrators regarding dispute prevention support and services offered through the continuum of options.

Develop and revise forms necessary to be utilized by LEAs, families, and community organizations.

Serve as a liaison to the Community Advisory Committee (CAC), serve on SELPA/State committees and projects, as specified by the Associate Superintendent SELPA or designee as assigned.

Provide assistance with initial phone calls and point of contact, in-service opportunities for parents, families, and community at large.

Coordinate and facilitate dispute prevention and resolution activities.

Monitor and compile data related to compliance complaints, due process filings, and alternative dispute resolution outcomes.

Support capacity building within LEAs to promote access to professional learning opportunities across the state by utilizing various delivery models (e.g., on-site, off-site, virtual, trainer-of-trainers).

Prepares a wide variety of written materials (e.g., quantity reports, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Connect LEAs to state-wide resources to ensure full implementation of the continuum of services.

Analyze and compile data reports for SELPA Committees, SELPA leadership, and LEAs.

Promotes multilingual, equity driven, and multicultural learning environments.

Travels frequently for department business.

Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special Education laws and regulations and related codes;

Legal responsibilities of a California Special Education Local Plan Area;

California and United States Special Education laws and regulations and related codes;

Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to children with special needs;

Objectives of assigned program and activities, especially conflict resolution and mediation techniques;

Skills related to conflict resolution procedures and facilitating other Individualized Education Program (IEP) meetings;

Special education policies, procedures, service provider licensing requirements, databases and other technical matters related to the overall administration of a SELPA;

Multi-Tiered System of Support (MTSS), Universal Design for Learning (UDL), and best practices and strategies to support student's behavior, social emotional, academic, motor, and sensory needs in the educational setting;

Effective evidence-based instructional techniques and strategies for students with disabilities;

Behavior intervention methodology including positive behavior intervention strategies;

Effective evidence-based social-emotional/therapeutic school-based intervention and services,

Expertise in SELPA Information Records and Analysis Support (SIRAS) or other Individualized Education Program (IEP) management systems;

Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of SELPA students;

Knowledge of the operation and management of SIRAS and California Longitudinal Pupil Achievement Data System (CALPADS), and Individuals with Disabilities Education Act (IDEA) and IEP process (e.g., assessment procedures, timelines, etc.);

Advanced skill in data management and analysis;

Technical aspects of field of specialty;

Operations, policies, and objectives relating to personnel activities;

Common office clerical terminology, skills, and practices;

Record-keeping techniques, filing systems and information management;

Interpersonal skills using tact, patience, and courtesy;

Word processing, database, graphics, and other software applications used by the department or VCOE;

Telephone techniques and etiquette;

Oral and written communication skills;

Basic research methods; and

Principles of training and providing work direction.

ABILITY TO:

Plan, organize and administer a SELPA function in accordance with applicable laws and regulations;
Remain independent, neutral, and impartial while helping parents with issues and questions;
Work independently within set guidelines;
Train, supervise and evaluate the performance of assigned staff;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Facilitate meetings effectively;
Work with groups of people with divergent viewpoints and resolve conflicts to achieve consensus;
Collaborate harmoniously and effectively with administrators, staff members, families, and community members;
Demonstrate highest standards of integrity, honesty, ethics, confidentiality, and professionalism;
Stay abreast of current trends, innovations, and practices in education, particularly for students with disabilities;
Analyze situations accurately and adopt an effective course of action;
Prioritize and schedule work to meet timelines;
Work independently with little direction;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations effectively and adapt to audience needs;
Utilize technology for the administration of budgets and reports, communicate effectively and present materials and information to others;
Learn software and programs used by VCOE;
Understand and resolve issues, complaints or problems;
Answer telephones and greet visitors and the public courteously;
Learn terminology of program or department;
Use proper English and make arithmetic calculations rapidly and accurately;
Communicate effectively both orally and in writing;
Compose correspondence and written materials independently;
Plan and organize work;
Understand and follow oral and written directions;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Operate office machines, including computer equipment and specified software;
Work independently and confidentially with discretion; and
Prepare and deliver oral presentations effectively and adapt to audience needs.

EDUCATION AND EXPERIENCE:

Master's degree or equivalent skills and work experience; major course work in special education OR related field and minimum five years educational experience required.
Valid California Clear Special Education Teaching -OR- Pupil Personnel Services-School Psychology Services Credential, preferred.
Prior experience in a special education leadership position, preferred.
Experience planning and presenting staff development activities, preferred.
Conflict resolution/mediation certificate preferred -OR- Completed within first year of employment

LICENSES AND OTHER REQUIREMENTS:

Requires a valid California driver's license.

Some positions in this classification require the ability to speak, read, and write a designated second language - Spanish.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 30 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in an office environment that is fast paced with high pressure. Subject to driving your personal automobile to conduct work; may be required to attend periodic evening meetings and/or travel within and out of county boundaries to attend meetings.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be to disciplinary action up to and including dismissal.