

Job Summary:

The job of Administrator II - LD/DIS is done for the purpose/s of planning, organizing, directing and administering programs for the Learning Disabilities and Designated Instructional Services programs in the Special Services division; to provide administrative and technical support to school districts; to facilitate the development of SELPA forms, self-reviews and placement procedures; and to provide highly significant and complex staff assistance to the Assistant Superintendent, Special Services.

Essential Job Functions:

- ▶ Administers regional process for distribution of specialized services allocations in Learning Handicapped and Designated Instruction and Services programs for the purpose of effective service delivery.
- ▶ Develops/provides a coordinated comprehensive service plan for Learning Disabilities and Designated Instruction and Services with 47 local districts participating in the Special Education Local Plan Area (SELPA) for the purpose of staying in compliance with current laws and emerging best practices.
- ▶ Provides support to districts conducting their own programs in Learning Disabilities for the purpose of ensuring appropriate services for students that comply with IEP's as well as being in compliance with state and federal law.
- ▶ Establishes policies and procedures in the Learning Disabilities program that ensure compliance with state and federal laws and protect parent and student rights.
- ▶ Evaluates Learning Disabilities, Designated Instructional Services and Student Support Services programs for the purpose of being in compliance with state and federal law, for long-range planning, and assessing staff development needs.
- ▶ Manages/directs Learning Disabilities, Designated Instructional Services and Student Support Services programs for the purpose of ensuring special education students receive appropriate educational services that comply with Individual Education Plans (IEP's) as well as state and federal law.
- ▶ Prepares reports and surveys for the purpose of communicating effectiveness of programs to public, parents and professional groups.
- ▶ Schedules/coordinates/budgets fiscal and personnel resources for the purpose of ensuring equity throughout the county programs.
- ▶ Supervises/evaluates Program Specialists, Resource Specialists, Resource Specialist Aides, Program Manager Designated Instruction and Services, and clerical support staff for the purpose of providing staff development and feedback and to ensure the competency of staff.
- ▶ Prepares/administers program budgets for the purpose of fiscal oversight.
- ▶ Facilitates the development of special education forms, self-reviews, and placement procedures for the SELPA for the purpose of effective service delivery.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - Analyze highly significant and complex problems, develop solutions and make effective decisions and recommendations;
 - Manage personnel and programs;
 - Communicate effectively, orally and in writing.
- **Knowledge of:**
 - State and federal laws governing Special Education and applicable Tulare County Office of Education policies, rules and regulations;
 - Educational principles, methods and materials related to the Learning Disabilities and Designated Instruction and Services programs;
 - Modern principles and practices of school administration;
 - Personnel management principles and practices including selection, training, supervision, and performance evaluation;
 - Principles and methods of modern finance and budget administration as they apply to the funding and reporting requirements of the program;
 - Advanced techniques in research, evaluation and assessment practices and guidelines in assigned field.
- ▶ **Ability to:**
 - Plan and administer a major program/area or a varied complex and sensitive service in accordance with applicable laws, codes, policies, regulations and procedures;
 - Develop and monitor appropriate internal program evaluation, research and reporting mechanisms;
 - Develop and monitor program and projects budgets; prepare and present a variety of financial reports and program and project summaries;
 - Effectively negotiate program objectives and evaluation criteria and monitor the program in accordance with prescribed procedures and standards;
 - Establish and maintain effective working relationships with a variety of groups, individuals, outside and community agencies;
 - Select, train, supervise and evaluate subordinate personnel.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing multiple departments; and supervising the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Education Required:

- ▶ Masters Degree

Experience Required:

- ▶ Job related experience within specialized field with increasing levels of responsibility is required.

Licenses, Certifications, Clearances, Bonding, and/ Testing Required:

- ▶ Valid Special Education Credential.
- ▶ Valid California Supervisory or Administrative Credential.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

March 2001

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.