

Job Summary:

The job of Assistant Superintendent – Special Education Services is done for the purpose/s of planning, organizing, directing, administering and managing the Tulare County/District Special Education Local Plan Area (SELPA) and the Special Education programs, services, functions and activities within the Tulare County Office of Education's comprehensive planning area, and to provide highly technical staff assistance. The Assistant Superintendent - Special Services receives direction from the County Superintendent of Schools and the Superintendents' Governance Committee for the SELPA, and exercises direct supervision over professional, technical and clerical personnel.

Essential Functions:

- Identifies/Defines/Describes policy issues, service programs, and community concerns related to the functions and operations of special education for the purpose of ensuring that the county office of education and the Special Education Local Plan Area programs are efficient and effective.
- Directs/Manages/Participates in the identification, development, and implementation of special education goals, objectives, policies and priorities, service programs, and procedures for the purpose of ensuring the efficiency of operations.
- Assists in the determination of resource allocation and levels of service according to established policy for the purpose of ensuring the fiscal economic support of programs.
- Oversees the preparation and execution of the budgets for the purpose of funding comprehensive programs for Special Services.
- Plans/Directs the delivery and administration of special education programs for the purpose of providing services throughout Tulare County.
- Confers with staff and management personnel for the purpose of identifying and resolving problems, conflicts and controversies.
- Participates in program planning and organization for the purpose of reviewing project activities and research and evaluating program needs.
- Plans/Designs/Coordinates, through appropriate staff, a variety of administrative procedures, reporting systems and internal processes for the purpose of ensuring effective and efficient service delivery.
- Represents the county office at a variety of meetings, conferences, hearings, presentations, and workshops for the purpose of coordination of services.
- Serves/Participates on committees, in statewide organizations, and as the liaison for the county office for the purpose of providing and receiving information on an array of assigned services and functions.
- Review evaluations and reports regarding the operational and administrative aspects of assigned programs for the purpose of ongoing evaluation of efficiency of program services.
- Determines/Implements appropriate changes and improvements for the purpose of maintaining the efficient operation of Special Services programs.
- Manages/Monitors divisional personnel practices and procedures for the purpose of efficiency of services.
- Meets with a variety of federal, state, regional, and local officials regarding current and future policy and procedural aspects of the services, programs, and functions assigned for the purpose of implementing best practices within program operations.
- Analyzes the impact of proposed legislation for the purpose of informing constituents.
- Develops/Presents board agenda items for the purpose of obtaining board approval on Special Services items.
- Participates in county office planning activities for the purpose of representing the Special Services department.
- Coordinates/Directs the responsibilities and assignments of personnel for the purpose of efficiency of operations and minimizing duplication of effort.
- Serves as the key communications link between management level staff and instructional personnel for the purpose of disseminating information and directions.
- Develops policy recommendations pertaining to assigned areas of service for the purpose of uniformity of procedures.
- Directs the implementation of the board policies and priorities relating to assigned functions for the purpose of maintaining uniform practices within the division.
- Makes presentations and responds as necessary to inquiries, complaints, and concerns from the general public, community organizations, school district officials and the media for the purpose of promoting and informing of best practices within the division.
- Drives to various county office sites, as well as other agency locations in and out of county for the purpose of overseeing Special Services programs and obtaining/sharing pertinent information relating to the services provided by the department.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - utilize Microsoft Office Suite software;
 - utilize presentation software and equipment;
 - communicate effectively orally, and in writing;
 - design, implement and evaluate services and programs;
 - develop policy supporting regulations and procedures;
 - develop and monitor budgets;
 - problem solve;
 - delegate tasks and responsibilities;
 - identify qualified candidates to be hired;
 - communicate via telephone with or without accommodation;
 - drive an automobile;
 - manage personnel and programs.
- **Knowledge of:**
 - California Education Code, California Administrative Code, policies, rules and regulations of the Office and relevant federal regulations;
 - principles, practices, methods, and techniques of services, programs, and functions in Special Education;
 - comprehensive management principles, practices, and methods including the general areas of personnel, budgeting and information systems;
 - methods and approaches to administrative planning, organizational development, and resource allocation;
 - legal requirements and regulations pertaining to assigned services;
 - personnel management principles and practices, including selection, training and supervision, and performance evaluation.
- **Ability to:**
 - provide leadership and plan, organize, and direct the service and staff functions of Special Education services;
 - identify, define, and direct the implementation of goals, objectives, policies, and priorities;
 - analyze fiscal impact of policy decisions and legislative changes;
 - plan and participate in the ongoing and continuous review of revenues and expenditures; implement an effective program of cost control;
 - review and participate in program evaluations and monitoring reports pertaining to the services for Special Education;
 - understand, interpret, and apply pertinent laws, codes, and other legal requirements and regulations;
 - communicate effectively, orally, and in writing;
 - effectively and accurately analyze complex and sensitive situations, identify operations parameters and constraints, and adopt effective and efficient courses of action;
 - oversee and participate in the selection, training, supervision, and evaluation of subordinate staff.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. 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 and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing.

Experience Required:

- Five years work experience in administration and knowledge of current laws and regulations regarding special education;
- Experience working with a variety of agencies and other community resources involved with students with disabilities and families;
- Administrative experience in the implementation of programs/services related to individuals with severe and low incidence disabilities desired.
- Experience in working with a population similar in demographics to that of Tulare County.

Education Required:

- Masters Degree.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

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

FLSA Status: Exempt

April 2012

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.