

Job Summary:

The job of SELPA Compliance Officer – Under immediate supervision of the SELPA Director this position will plan, organize, coordinate and implement assigned operations and activities of the Tulare County Special Education Local Plan Area (SELPA) to member school districts; effectively support member districts and charter schools in providing a continuum of services to students with special needs; serve as a liaison between the SELPA and parent and community groups; supervise and evaluate the performance of assigned personnel; obtain CALPADS Special Education student data; and perform a variety of technical duties in the management of the Special Education Information System (SEIS) and related student information databases.

Essential Functions:

- Assist member LEAs and Charters with state mandated compliance reviews.
- Assist in coordinating the placement of students with special needs outside of their districts of residence into member school districts, neighboring SELPAs, and/or nonpublic schools.
- Coordinate and facilitate Surrogate Parent trainings for the Tulare County SELPA/Charter SELPA; assist member LEAs and Charters with Surrogate Parent contracts as required.
- Coordinate and support special education events and honors including, but not limited to, the Carolyn Dobbs Award, that connect the special education community with LEAs and Charters and county office initiatives.
- Establish timelines and priorities for the processing of projects in support of the SELPA; ensure mandated reports are completed and distributed to appropriate educational and governmental agencies and/or personnel according to established timelines and procedures; collect and prepare program data and submit for state and federal grant funding; monitor expenditures and attendance earnings to ensure adequate grant funding as needed.
- Plan, organize, coordinate and implement the operations and activities of assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties; prepare specialized reports, surveys and other descriptive information for review and distribution.
- Provide guidance and interpretation of rules and regulations governing Local Education Agency (LEA's) and charter schools regarding special education including, but not limited to; related services, autism and psychology services; participate in analyzing current and proposed state and federal legislation related to special education programs within charter schools; and interface with a variety of individuals and groups associated with charter school applications and operations.
- Provide on-going consultation and guidance on the use of new and innovative methods, strategies and materials which enhance the educational progress of special education students; consult with teachers, administrators, local LEAs, Charters and parents regarding the operational aspects of special education programs.
- Serve as a resource to provide formal and informal training, guidance and assistance to students, educators, parents, service providers and agencies, as assigned; help parents and staff understand their rights and responsibilities as required by law.
- Serve as intake coordinator for the SELPA Alternate Dispute Resolution Program; coordinate facilitated Individualized Education Program (IEP) trainings; create Facilitated Individualized Education Program (FIEP) charts and materials; work collaboratively with district staff, parents, and other organizations to resolve parent complaints and/or respond to parent inquiries and requests for information; collaborate with and support LEAs and Charters personnel on due process and complaint filings with outside agencies.
- Serve as liaison between member LEAs, Charters, SELPA and other public agencies to ensure timely services are provided; assist with the submission of reports including but not limited to, Data Identified Non-Compliance (DINC), Special Education Plan Reviews (SEP), Disproportionality, Discipline Discrepancies, Personnel Data Reporting and Comprehensive Reviews.
- Support member school districts in the completion of assessments in support of the Desired Results Developmental Profile (DRDP); coordinate DRDP trainings and professional development.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination as assigned.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the SELPA Director and County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between SELPA Director and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning educational technology and digital and distance learning.
- Assist in preparation for SELPA presentations and reporting in addition to other jobs as assigned by SELPA Director.

Skills, Knowledge, Skills and/or Abilities Required:

- **Knowledge to:**
 - Local Education Agency (LEA's) and Charter school law and regulations.
 - Community advisory committees.
 - Conflict resolution and problem-solving strategies.
 - Instructional programs and best practices in general and special education.
 - Organization of student and family services and related agencies.
 - Practices and procedures for team building and staff development activities.
 - Public speaking techniques.
 - Record-keeping techniques.
 - Research methods and reporting techniques.
 - Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
 - State Education Code, local, state and federal laws, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
 - Theoretical and technical aspects of field of specialty.
 - Knowledge of student information and data processing systems (e.g., EXCEL, CALPADS, SEIS, PROMIS).
- **Skill to:**
 - Coordinate and provide training workshops and conferences.
 - Coordinate and monitor data collection methods and maintain reports.
 - Gather, coordinate, analyze and reconcile information from diverse sources.
 - Meet schedules and timelines.
 - Monitor and evaluate a cost center budget and expenditures.
 - Prepare, maintain and develop appropriate systems, policies, standards and procedures in compliance this a variety of federal, state and local laws, rules and regulations as they relate to job assignment and/or program.
 - Serve as a technical resource concerning assigned program.
 - Analyze and evaluate situations accurately and adopt an effective course of action.
 - Ensure proper and timely resolution of issues, concerns and conflicts.
- **Ability to:**
 - Communicate effectively both orally and in writing.
 - Drive a vehicle to conduct work.
 - Interpret, apply, and explain rules, regulations, policies and procedures.
 - Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
 - Safely and successfully, perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
 - Supervise, train, guide and evaluate the performance of assigned personnel.
 - Work confidentially and with discretion.
 - Work independently with little direction.
 - Maintain confidentiality of student information.
 - Establish and maintain cooperative and effective working relationships with others.
 - Key and compose letters.
 - Spell and use proper English grammar.
 - Perform work with a high degree of accuracy.
 - Respond to various inquiries.
 - Follow established procedures and create more efficient procedures where needed.

Experience Required:

- Five years of increasingly responsible experience working in the Special Educational setting utilizing computer databases for analysis with three years of computer systems experience involving student and education records.
- Experience with special education including training, workshops, and/or coaching in an educational setting preferred.

Education Required:

- Bachelor's degree.
- Master's degree.
- Administrative Credential

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

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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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 employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.