

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Administrator, SELPA**

**Salary Grade: Contracted**

**Salary Schedule: Administrative Management**

**Department: Special Education**

**Reports to/Evaluated by: Assistant Superintendent, Instructional Services**

**FLSA: Exempt**

### **SUMMARY**

Under the direction of the Deputy Superintendent, this position performs primary management duties as defined under Ed Code in relation to the Special Education Local Plan Area (SELPA). The role oversees legal compliance and alternate dispute resolution to determine overall program design.

### **DISTINGUISHING CAREER FEATURES**

This is a management level position, which supervises SELPA lead personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes responsibility for development, coordination, and implementation of the Special Education Local Plan Area for the Clovis Unified School District.
- Establishes effective liaison and inter-agency agreements with other local educational agencies, community services and agencies, and the State Department of Education to coordinate necessary programs and services.
- Maintains complete and cumulative Special Education legal records.
- Disseminates information regarding new and existing legislation pertaining to Special Education.
- Represents Clovis Unified School District in special education legal proceedings.
- Recommends policies, procedures, programs, and services essential to the educational needs of disabled children.
- Allocates Instructional Personnel Service units in a fair, appropriate manner and in line with State Department guidelines.<sup>2</sup> Reporting and data collection at the State and Federal levels.
- Assigns allocation of instructional assistance time to Special Education programs.
- Assumes responsibility for implementation of Child Find Services within CUSD and coordinates with Fresno County.
- Participates in IEP meetings and expulsion hearings.
- Supervises program reviews and audits conducted by the State Department of Education.
- Coordinates the development of a staff development program for special education personnel.
- Assists in the development of program designs and service delivery models.

- Assists in the preparation of the Special Education budget.
- Interprets legal requirements for services and programs to staff, administration, the Board, and the public.
- Establishes a system for utilizing low incidence funds and maintains a permanent inventory of equipment and materials purchased for low-incidence and other Special Education programs.<sup>3</sup>
- Coordinates procedures for requisitioning, ordering, and payment for Special Education equipment and supplies.
- Assists in recruiting, selection, and recommendation for hiring of Special Education personnel.
- Performs related work as assigned.

## **QUALIFICATIONS**

- Education: A master's degree in Special Education or a related field.
- California Administrative Services Credential
- Experience: Five years of classroom experience or equivalent.
- Desirable Qualifications:
  - An earned Doctorate degree.
  - Administrative experience as a school site principal and/or District level administrator.