

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN:670
EXEMPT

SELPA COMPLIANCE OFFICER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services, plan, organize, coordinate and implement assigned operations and activities of the Fresno County Special Education Local Plan Area (SELPA) to school districts; effectively support 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist member LEAs and Charters with state mandated compliance reviews, overdue Individualized Education Program (IEP), annuals and assessments.
- 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.
- Develop and monitor contracts and/or agreements; coordinate and monitor scope of work for completion with assigned personnel; coordinate with legal counsel in support of SELPA members as assigned.
- 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.
- Implement SELPA Local Plans as required by the California Department of Education.
- Participate in quarterly conference calls to update the California Department of Education (COE) contract monitor to ensure contract requirements are met.
- 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 support to Local Education Agency (LEAs) in identifying factors to consider when conducting individualized determination of needs to address impacts to learning or services related to COVID-19 school disruptions.
- Provide guidance and interpretation of rules and regulations governing LEAs and charter schools regarding special education including, but not limited to, speech, language and pathology, low incidence, autism, and psychology services; participate in analyzing current and proposed state and federal legislation related to special education programs within charter schools; 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.
- Provide support to LEAs to analyze, interpret, and utilize local academic assessments and

other measures used for purposes of making determinations of student need, consistent with the guidance required by this provision.

- Provide support to LEAs to utilize other assessments to determine student socio- emotional needs.
- Provide support to LEAs in developing comprehensive IEPs that are responsive to student needs, consistent with the guidance required by this provision.
- Provide targeted support to LEAs to resolve procedural compliance issues such as overdue IEPs and evaluations for eligibility for special education services.
- Serve as a resource to provide formal and informal training, guidance and assistance to educators, service providers and agencies, as assigned; help parents and staff understand their rights and responsibilities as required by law.
- Serve as liaison between member LEAs, Charters, SELPA and other public agencies to ensure timely services are provided; assist with the submission of reports.
- Support school districts in the completion of assessments in a timely manner.
- 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 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 County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning educational technology and digital and distance learning.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Local Education Agency (LEAs) and Charter school law and regulations.
- Conflict resolution and problem-solving strategies.
- Digital data collection system.
- 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.
- Report writing techniques.
- Research methods and reporting techniques.
- Special education laws and regulations.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, 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.

ABILITY 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.
- Utilize data to make informed decisions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Three years of increasingly responsible experience working in an educational setting.
- Experience with special education including training, workshops, and/or coaching in an educational setting preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2018

Revised: 01/10/2022