

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
CLASSIFIED MANAGEMENT POSITION**

JCN:192  
EXEMPT

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**DIRECTOR – FRESNO COUNTY SELPA/FRESNO COUNTY CHARTER SELPA**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Student Services Division (SSD), plan, develop, lead and oversee the operation, and activities within the Fresno County Special Education Local Plan Area (SELPA) program and Fresno County Charter SELPA; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, policies and procedures; supervise and evaluate the performance of assigned classified personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist in reviewing policies, administrative regulations, proposed legislation, and changes to laws concerning SELPA; stay abreast of new trends and innovations in the field.
- Coordinate implementation, compliance, and reporting of expenditures related to assigned program and/or programs.
- Develop and oversee SELPA budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Direct and oversee the implementation of SELPA Local plans as required by the California Department of Education (CDE).
- Direct the preparation and maintenance of narratives and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Direct, coordinate and participate in the development of new or modified programs, procedures, and approaches to education services in Fresno County SELPA/Fresno County Charter SELPA.
- Direct, coordinate, and participate in the development of the CDE grant funded projects.
- Establish and maintain collaborative inter-agency agreements and relationships with a variety of agencies.
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals, and others to identify areas of improvement; develop procedures and curriculum for enhancements.
- Plan, coordinate and communicate with administrators, personnel, superintendents, business officials, special education directors, charter school administrators and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required, exchange information and resolve issues or concerns.
- Plan, organize, control, and direct the operations, activities within assigned department; manage and direct overall program activities including staff supervision, meetings, special events, and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Plan, organize, control, and direct the special education programs of the district to provide timely delivery of high-quality services to students of special needs, staff, sites, and department.

- Plan, organize, coordinate, and implement the operations and activities of Fresno County SELPA/Fresno County Charter SELPA 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.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs within Fresno County SELPA/Fresno County Charter SELPA; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide technical assistance support for ongoing CDE grants.
- Represent the county office at local, regional, state and federal meetings, conferences, in services, boards, councils, and events regarding Fresno County SELPA/Fresno County Charter SELPA.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Research, prepare and deliver oral presentations; prepare, develop and distribute related training and support materials.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Interview, select, supervise and evaluate the performance of assigned classified 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.
- 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.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- 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, LEAs, Charters, SELPA, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- 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:

- Budget preparation and control.
- California Special Education Local Plan Area.
- Components of SELPA Local Plan and means of implementation.
- Instructional programs and best practices in general and special education.
- Local Education Agency (LEAs) and Charter school law and regulations.
- Organization of student and family services and related agencies.  
Planning, organizing, and directing special education programs and activities.
- Principal and practices of management.
- Special Education laws and regulations.
- Supervision and evaluate the performance of assigned staff.
- 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:

- Analyze and utilize data to make informed decisions.
- Develop and manage budgets.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Plan, organize and administer SELPA function in accordance with applicable laws and regulations.
- 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:**

- Five years increasingly responsible experience working within an education setting.

**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: 07/01/2022