

**MARIN COUNTY OFFICE OF EDUCATION
DIRECTOR
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)
Position Description**

Brief Description of Position

Responsible for the planning, implementation, coordination and administration of all programs and service components provided to school districts and to the Marin County Office of Education by the Responsible Local Agency (RLA) for the Marin Special Education Local Plan Area (SELPA).

Major Duties and Responsibilities

1. Serves as executive secretary and provides staff assistance to the Operational Steering Committee and Advisory Steering Committee of the Marin SELPA.
2. Serves as chairperson and provides staff assistance to the Program Coordination Council of the Marin SELPA.
3. Serves as executive secretary and provides staff assistance to the Special Education Advisory Council of the Marin SELPA.
4. Assigns and supervises Program Specialists who are employees of the RLA.
5. Plans, develops, implements and supervises the Management Information System for the Marin SELPA.
6. Prepares, with input from participating districts and others, the Marin County Special Education Plan.
7. Coordinates services to handicapped students with non-education public agencies through negotiation of agreements and on-going communication.
8. Direct the development and implementation of plans for providing staff development.
9. Plan, develop and implement a system to evaluate special education programs and services.
10. Direct, document and report child find and public awareness.
11. Collect information, prepare and submit federal, state and local reports as required.
12. Assist in the preparation and administration of the regionalized services budget.
13. Collects and maintains data required to allocate instructional personnel units throughout the SELPA.

14. Directs and supervises the implementation of complaint and due process procedures, and the processing of students into and out of non-public school facilities.

15. Provides related duties as required.

Supervision Exercised or Received

Under the direct supervision of the Assistant Superintendent for Special Services, provides supervision to program specialists and secretarial staff assigned.

Position Qualifications Preferred

1. Teaching credential with authorization to teach exceptional children.
2. Standard Administrative or Supervision credential.
3. Masters Degree with emphasis in special education or administration.
4. Experience in special education teaching and administration.

Approved: Operational Steering Committee: 4/1/81

4/26/81; 5/12/81