

	<b>POSITION DESCRIPTION</b>
<b>Title: Executive Director, SELPA and Special Services</b>	
<b>Department:</b> Special Services	<b>FLSA Classification:</b> Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis
<b>Bargaining Unit:</b> None	<b>Work Year:</b> <del>223 days</del> 221 days (Certificated)
<b>Reports to:</b> Superintendent and/or Designee	<b>Board Approval Date:</b> <b>April 8, 2026</b>

**Salary Grade: Scheduled Management Salary Schedule** (Range 21: ~~\$128,770 – \$147,678~~  
\$156,846-179,183)

**PRIMARY FUNCTION:**

~~The Director will be responsible for the comprehensive planning, development, implementation, and evaluation of all special education and related services programs, ensuring full compliance with federal (IDEA), state (CGR Title 5), and local regulations, while promoting equitable outcomes and inclusive practices across the district.~~

The Executive Director of SELPA and Special Services is responsible for the strategic direction, governance, and operational integrity of special education and related services across the District and its multi-district SELPA (comprised of two districts under a shared administrative structure).

This position ensures full compliance with federal law, including the **Individuals with Disabilities Education Act (IDEA)**, and California statutes and regulations, including **Education Code §56000 et seq.** and **CCR Title 5**, while advancing a unified system that delivers equitable, inclusive, and outcomes-driven services for students with disabilities in the **least restrictive environment (LRE)**.

The Executive Director aligns policies, practices, and resources across both districts to function as a single, coherent system of service delivery under the SELPA Local Plan.

**ESSENTIAL JOB FUNCTIONS**

**Executive Leadership and System Coherence**

- Serve as a member of the Superintendent’s leadership team(s), advising on policy, strategy, and resource allocation related to special education and student services across both districts.
- Lead the development and implementation of a **coherent, cross-district system** of special education services aligned to shared priorities, ensuring consistency in practice, access, and outcomes.
- Integrate special education within broader district initiatives, including instructional improvement, equity

strategies, and **Multi-Tiered System of Supports (MTSS)**.

### **SELPA Governance and Regional Leadership**

- Serve as **SELPA Executive Director** for the two-district SELPA, ensuring implementation and continuous improvement of the **SELPA Local Plan** in accordance with Education Code requirements.
- Advise and support the SELPA governance structure (e.g., Superintendents' Council, governance board) to ensure clear decision-making, role clarity, and alignment across districts.
- Lead joint policy development, administrative regulations, and procedural consistency across both districts.
- Facilitate cross-district collaboration to maximize efficiency, reduce duplication, and expand access to specialized programs and services.

### **Legal Compliance and Risk Management**

- Ensure system-wide compliance with IDEA, procedural safeguards, timelines, and requirements for **Free Appropriate Public Education (FAPE)**.
- Oversee dispute resolution processes, including due process hearings, mediations, and complaint investigations, managing legal risk in coordination with counsel.
- Direct internal monitoring systems and oversee state compliance reviews (e.g., CDE monitoring, SPP/APR indicators), ensuring timely corrective actions and sustained compliance.

### **Fiscal Stewardship and Resource Alignment**

- Provide oversight of **SELPA and special education funding**, including AB 602, low-incidence funds, and other state and federal resources.
- Align fiscal strategies across both districts to ensure sustainability, efficiency, and compliance with **maintenance of effort (MOE)** and excess cost requirements.
- Collaborate with business services leadership to develop unified budget assumptions, cost-sharing structures, and long-term financial planning.

### **Program and Service Delivery Oversight**

- Ensure a **continuum of services and placements** across both districts that is equitable, legally compliant, and aligned to LRE requirements.
- Oversee cross-district coordination of **regionalized programs, nonpublic placements (NPS/NPA), and specialized services**, ensuring quality and fiscal responsibility.
- Promote inclusive practices and access to core instruction, enrichment, and postsecondary pathways for students with disabilities.

### **Organizational Leadership and Capacity Building**

- Assist in the recruitment, selection, and assignment of Special Education personnel.
- Provide supervision and evaluation of special education leadership staff across both districts.
- Build leadership capacity among site and district administrators to ensure consistent implementation of legal requirements and instructional practices.
- Lead coordinated professional learning systems across both districts aligned to SELPA priorities and compliance expectations.

### **Family, Community, and Interagency Engagement**

- Ensure meaningful family engagement consistent with IDEA, including oversight of IEP systems and support for the **Community Advisory Committee (CAC)**.

- Represent the SELPA and districts in collaboration with external agencies, including the California Department of Education, county agencies, and regional partners.
- Maintain proactive communication with stakeholders to build trust and transparency.

### **Continuous Improvement and Accountability**

- Establish and monitor **cross-district performance metrics**, including student outcomes, compliance indicators, and service delivery effectiveness.
- Use data to drive continuous improvement, inform strategic decisions, and ensure accountability to both districts and the SELPA governance structure.

### **Other Duties**

- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Federal and state special education law, including IDEA (20 U.S.C. §1400 et seq.; 34 CFR Part 300), California Education Code, and CCR Title 5.
- SELPA governance, Local Plan requirements, and multi-district service delivery models.
- Special education finance, including AB 602, MOE, and excess cost requirements.
- Systems-level leadership, organizational alignment, and continuous improvement frameworks.

### **Ability to:**

- Lead complex, cross-district systems with clarity, coherence, and strategic focus.
- Align policy, practice, and resources across multiple entities under a shared governance model.
- Anticipate and mitigate legal and fiscal risk.
- Communicate effectively with governing boards, executive leadership, and community stakeholders.
- Analyze data and translate findings into actionable system improvements.
- Build trust and maintain strong collaborative relationships across districts and agencies.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Minimum of five (5) years of increasingly responsible leadership experience in special education, including district-level administration.
- Demonstrated experience in **system-level leadership**, preferably within a SELPA or multi-district structure.
- Master's degree from an accredited college or university (Doctorate preferred).

### **Licenses and Credentials:**

- Valid California Education Specialist or related services credential.
- Valid California Administrative Services Credential.
- Valid California driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read copious printed and electronic material.
- Sufficient hearing to conduct in person, telephone, and online platform conversations.
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices.
- Sit for prolonged periods of time.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, as well as school sites and classrooms.
- Travel to school sites.
- Hours may vary to meet district and student needs.
- Local and out-of-county travel may be required for the purpose of meetings, events, and other activities.