



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

ASSOCIATE SUPERINTENDENT, SPECIAL EDUCATION

Reports to: County Superintendent of Schools

Division: Special Education

Our ideal candidate

We seek an instructional leader who will represent and promote the Santa Barbara County Education Office (SBCEO) and its mission of service and leadership with integrity, commitment, student-centered values, cultural responsiveness and political sensitivity. The Associate Superintendent of Special Education will maintain a high standard of professionalism, and demonstrate advanced communication skills, problem solving, and creative thinking skills, and an ability to work collaboratively and gain consensus with a wide range of stakeholders. Our ideal candidate will have excellent judgment, take initiative, maintain a high sensitivity to confidentiality, and model thoughtful, detailed, and proactive decision-making. Decisions will affect youth and families throughout Santa Barbara (SB) County, and therefore this leader will need to be focused on equity, and develop a deep understanding of the specific needs of SB County youth and families.

The Associate Superintendent of Special Education will lead the division, its department managers, programs and services, through creativity, detailed planning, and data-informed decision-making. The Associate Superintendent will directly oversee direct-service programs as well as regional-service programs, working closely with district superintendents, the local SELPA, families, youth and service providers. Areas of emphasis will include: special education for infants through age twenty-two (22), health and specialized health care services, behavioral assessment and intervention, and relevant law and due process.

Specific duties and responsibilities

- Communicate with the County Superintendent and SBCEO personnel to coordinate activities and programs, oversee decisions having fiscal impact, to assure the smooth and efficient delivery of services, resolve issues and conflicts, and exchange information.
- Participate as a member of the County Superintendent's Cabinet in the overall planning and direction of SBCEO functions and services.
- Advise the County Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of special education programs and services in the division.
- Provide professional learning opportunities to general and special education communities specific to promoting continued growth and learning for students in an inclusive classroom or school setting.
- Lead and facilitate long-term planning and direction, maintaining appropriate communication with others using collaborative and interactive models for professional learning.
- Provide direction and leadership for the instructional programs of the division and work closely with other departments and agencies.

Associate Superintendent, Special Education

- Provide technical expertise and information regarding special education functions; formulate, develop and implement policies and procedures; plan, develop, and recommend programs, goals and objectives for the division.
- Understand the state curricula, frameworks, state and individual student assessments, state and federal accountability systems, and special education credentialing.
- Understand social, emotional, and behavioral needs of students.
- Investigate, analyze, facilitate, and provide technical assistance in the proper and timely resolution of staff, administrative, student, parent, due process and various other issues, disputes, and conflicts.
- Supervise and evaluate the performance of assigned staff; provide support and training to all assigned management; oversee all personnel actions and assure compliance with personnel policies and collective bargaining agreements.
- Coordinate the preparation of annual budgets for assigned programs and services; analyze and review budgetary and financial data; control and authorize expenditures.
- Maintain awareness of and ensure compliance with relevant state and federal laws and regulations, board policies and administrative regulations, and personnel rules and procedures.
- Coordinate and support regional and statewide programs and services through planning and participation in committees and through facilitation of meetings and events.
- Represent the assigned programs and services of SBCEO to local, state and federal agencies and officials; make presentations to associations, community groups, the media, and other stakeholder groups as assigned.
- Prepare and present to appropriate stakeholder groups using high level public speaking strategies, including modern technological skills and interactive processes.
- Attend local, state, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas; disseminate information on new legislation or other changes to all necessary parties in order to maintain legal compliance and best practices.
- Assure the timely and accurate reporting of data to federal and state authorities.
- Perform related duties as assigned.

Requirements

Education: master's degree from an accredited college or university in educational leadership, administration, or related field.

Experience: multiple years of experience in special education with extensive site or district administrative experience.

Valid California administrative credential; valid California driver's license.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in the course of employment; required to attend evening or weekend meetings; regular travel within and out-of-county.