

DRAFT - Pending SELPA JPA Board Approval - DRAFT  
**Santa Barbara County Special Education Local Plan Area (SELPA)**  
**Job Description – Executive Director**  
**[Recruitment Version]**

**JOB SUMMARY**

Under the direction of the Joint Powers Agency (JPA) Board, the Executive Director provides strategic leadership, administration, and oversight of all Santa Barbara County SELPA operations in accordance with the approved Local Plan and applicable state and federal regulations. The Executive Director is responsible for budget development and fiscal oversight, program implementation and compliance, and collaboration with Local Education Agencies (LEAs) and other stakeholders. This role also involves advocacy, professional development, and oversight of special education services, ensuring students receive high-quality, equitable services.

The Executive Director serves as the primary liaison between the JPA Board, LEAs, advocacy groups, and community agencies, represents the SELPA at key meetings and legislative forums, and oversees the implementation of mental health services and dispute resolution processes.

**QUALIFICATIONS**

**Required**

1. Valid California Administrative Services Credential
2. Valid California Teaching Credential or Pupil Personnel Services Credential
3. Minimum five (5) years of progressively responsible experience in special education administration, including budget oversight, program compliance, and personnel supervision
4. Experience in state and federal compliance related to special education
5. Strong oral and written communication skills

**Preferred**

1. Master's degree in education, special education, or a related field (Doctoral stipend offered)
2. Experience working with Joint Powers Agencies (JPAs) and Local Plans
3. Knowledge of state funding allocation methods and school finance
4. Experience in conflict resolution and mediation

**KNOWLEDGE AND ABILITIES**

**Comprehensive Knowledge Of:**

1. State/Federal laws governing special education, including IDEA, Section 504, and CA Ed Code
2. Special Ed. finance, including funding formulas, reporting requirements, and budget management
3. Collaborative strategies for working with school districts, county offices, parent organizations, and advocacy groups
4. Personnel management, leadership principles, and team development
5. Best practices in instructional programs and services for students with disabilities

**Ability To:**

1. Effectively lead and manage SELPA operations while aligning programs with state and federal regulations
2. Develop and oversee SELPA budgets and ensure fiscal responsibility
3. Provide strategic leadership in resolving disputes, engaging stakeholders, and advocating for students with disabilities
4. Analyze complex data and prepare reports for the JPA Board, LEAs, and state agencies
5. Facilitate professional development and training for special education professionals
6. Supervise, evaluate, and support SELPA staff and partner agency personnel
7. Represent the SELPA at legislative hearings, conferences, and professional associations

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Lead, manage, and evaluate all SELPA operations, including compliance with federal and state mandates
2. Oversee fiscal operations, including budget development, financial planning, and distribution of funding to LEAs
3. Serve as a liaison between the JPA Board, local school districts, the County Education Office, and advocacy groups
4. Provide technical assistance to LEAs regarding special education policies, compliance, and funding
5. Represent LEAs in mediation and dispute resolution to prevent legal action and foster positive outcomes
6. Develop, implement, and monitor SELPA policies and procedures
7. Maintain effective relationships with parent advisory groups, Community Advisory Committees (CAC), and advocacy organizations
8. Monitor legislative changes and advocate for policies supporting students with disabilities
9. Facilitate interagency collaboration with mental health providers and community-based organizations
10. Ensure accurate reporting of data and accountability metrics for SELPA programs
11. Provide ongoing professional development and training to improve staff capacity in serving students with disabilities
12. Prepare and present comprehensive reports to the JPA Board on SELPA initiatives, challenges, and achievements

**JOB FUNCTION EXPECTATIONS & ACCOMMODATIONS**

1. Ability to communicate effectively in meetings, presentations, and discussions
2. Ability to operate a computer and office equipment
3. Ability to perform job duties in a stationary or active position for extended periods
4. Ability to access and review printed and electronic materials
5. Ability to travel to different locations within the county and state, or utilize virtual participation options as appropriate

**Accessibility & Accommodations:** Santa Barbara County SELPA is committed to providing equal employment opportunities and ensuring an inclusive and accessible workplace. In accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position.

## **APPLICATION & RECRUITMENT PROCESS**

**Interested candidates must submit an application package provided by Leadership Associates that includes:**

1. Cover letter
2. Completed fillable PDF Application Form including
  - Personal Information
  - Professional Experience
  - Professional Education
  - Five (5) professional references with contact information
  - Credential information
  - Two short written responses (approximately 230 words each)
  - Required Legal Disclosures and Certifications
3. Three (3) current letters of reference

For additional information or to request an application, please visit

<https://leadershipassociates.org/active-searches/>

*If you require a reasonable accommodation to participate in the application process or perform job duties, please contact William Banning <[wbanning@leadershipassociated.org](mailto:wbanning@leadershipassociated.org)> to discuss available options.*