

Job Summary:
The job of Administrator II - SH is done for the purpose/s of planning, organizing, directing and administering programs for the Severely Handicapped (SH) in the Special Services division; to provide administrative and technical support to school districts; and to provide highly significant and complex staff assistance to the Assistant Superintendent, Special Services.

- Essential Job Functions:**
- < Administers special assignments and projects for the purpose of developing new models of effective service delivery.
 - < Develops long-range plans for the regional organization to include staffing, curriculum, facilities and program assessment and evaluation for the purpose of staying in compliance with current laws and emerging best practices.
 - < Develops/monitors interagency contracts with California Childrens' Services, Central Valley Resource Center and other agencies for the purpose of effective utilization of resources.
 - < Establishes control procedures for staff in SH programs for the purpose of ensuring adherence to Office policies and procedures, and state and federal laws.
 - < Evaluates programs for the severely handicapped for the purpose of being in compliance with state and federal law; for long-range planning, and assessing staff development needs.
 - < Manages/directs programs for severely handicapped students for the purpose of ensuring appropriate educational services that comply with Individual Education Plans (IEP's) as well as state and federal law.
 - < Monitors/revises/updates specialized health care procedures for the purpose of ensuring student safety and compliance with recommended health care procedures.
 - < Prepares reports and surveys for the purpose of communicating effectiveness of programs to public, parents and professional groups.
 - < Schedules/coordinates/budgets fiscal and personnel resources for the purpose of ensuring equity throughout the county programs.
 - < Supervises/evaluates SH management staff for the purpose of providing staff development and feedback and to ensure the competency of staff.

- Skills, Knowledge and/or Abilities:**
- < **Skills to:**
 - Analyze highly significant and complex problems, develop solutions and make effective decisions and recommendations;
 - Manage personnel and programs;
 - Communicate effectively, orally and in writing.
 - **Knowledge of:**
 - State and federal laws governing Special Education and applicable Tulare County Office of Education policies, rules and regulations;
 - Educational principles, methods and materials related to the program for the severely handicapped;
 - Effective methods and techniques of contract development, negotiation and administration;
 - Inter-agency relationships, jurisdictional parameters and effective methods of program coordination;
 - Personnel management principles and practices including selection, training, supervision, and