

Santa Barbara County Special Education Local Plan Area

Administrative Regulation:SELPA Employees:Hiring, Supervision, and Evaluation (2009AR)

In order to provide for administrative support to implement the Santa Barbara SELPA's local plan, the JPA Board shall hire the following employees:

- SELPA Executive Director
- SELPA Coordinator
- SELPA Chief Business Official
- SELPA Program Specialist
- SELPA Executive Assistant
- SELPA Office Manager
- SELPA Mental Health Manager
- SELPA Mental Health Specialist
- SELPA Mental Health Clinical Psychologist Supervisor
- SELPA Assistive Technology ("AT")/Alternative Augmentative Communication Specialist ("AAC")
- SELPA Board Certified Behavior Analyst ("BCBA") Behavior/Autism Specialist
- SELPA Educational Audiologist

The JPA Board shall contract with a member local educational agency ("LEA") to hire and employ a "Wrap-Like" team of mental health professionals, including Wrap Facilitators and Youth Support Specialists.

Job Descriptions

The JPA Board shall maintain current job descriptions for each of these positions. The JPA Board may review and revise these job descriptions as it believes is appropriate. The job descriptions shall be maintained as part of the Santa Barbara County SELPA's personnel handbook.

Hiring

All SELPA employee positions, including the "Wrap-Like" team shall be advertised for by the JPA Board, which may delegate this task to the SELPA Executive Director.

The SELPA Executive Director shall be directly interviewed and hired by the JPA Board.

All other SELPA employees, including the Wrap-Like team, shall be interviewed by the SELPA Executive Director and the SELPA Executive Director's choice of additional SELPA staff.

All other SELPA employees, except the Wrap-Like team, shall be recommended to the JPA Board for hiring. The Wrap-Like team members shall be referred to the LEA member with whom the SELPA has a contract for the hiring of the Wrap-Like team members.

Supervision and Evaluation

The SELPA Executive Director shall be directly responsible to, and evaluated by, the JPA Board. The evaluation schedule and mechanism shall be determined between the JPA Board and the Executive Director in accordance with the terms of the Executive Director's contract for employment.

All other SELPA employees and the Wrap-Like team shall be supervised and evaluated by the SELPA Executive Director who may delegate said supervisions and evaluation responsibilities to the SELPA administrator who directly supervises the other employee or the Wrap-Like team. The evaluation format and timeframe shall be in accordance with the employee's contract for employment and the SELPA's personnel handbook.

With the exception of the SELPA Executive Director, all employees and the Wrap-Like team shall be disciplined in accordance with the SELPA's personnel policies and administrative regulations.