



Anne E. Campbell · County Superintendent of Schools

Date January 11, 2017

To: Anne E. Campbell
County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
Student Services Division

Subject: **Authorization of Duties and Responsibilities for one New Classified Position**

Board action is requested to authorize the duties and responsibilities of one new classified position that will support medically fragile students and behaviorally challenged students enrolled in the Special Education K-12 program.

Duties to be assigned to the position are as follows:

- Assist a certificated teacher in caring for the physical needs of a medically fragile student including G-Tube feeding, monitoring oxygen levels, lifting and positioning the student, and taking care of hygiene needs
- Assist student with physical therapy, motor skills, and related exercises
- Assure the health and safety of the student by following established safety practices and procedures
- Maintain classroom and other assigned areas in a safe, clean, and orderly manner
- Observe the behavior of the student in the classroom and maintain a log of observations, monitor students during outdoor activities, eating, field trips and other activities as assigned.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools



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Date January 11, 2017

To: Anne E. Campbell
County Superintendent of Schools

From: Anjanette Pelletier, Senior Administrator
Special Education Local Plan Area

Subject: **Authorization of Duties and Responsibilities for one New Classified Position**

Board action is requested to authorize the duties and responsibilities of one new classified position that will plan, organize and support educational operations, activities and services in the San Mateo County SELPA related to mental and behavioral health needs; coordinate communications, personnel, sites and information to meet student mental and behavioral health needs and assure smooth and efficient provision of services.

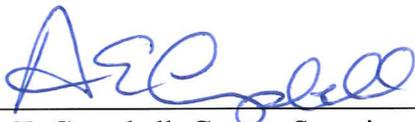
Duties to be assigned to the position are as follows:

- Plan, organize and support educational operations, activities and services in support of the SELPA; assist with supporting assigned programs and services; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Coordinate communications, personnel, sites and information to meet student mental and behavioral health needs and assure smooth and efficient provision of services; assist in the development and implementation of SELPA programs, services, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures in areas related to scope of practice.
- Coordinate production of work assignments and review work to assure compliance with established standards, requirements and procedures; conduct staff trainings and in-services as assigned.
- Coordinate communications, programs, services and information between teachers, administrators, staff, school districts, outside agencies, students, parents and the public; establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services.

- Participate in a variety of activities to enhance faculty understanding of mental and behavioral health practices, instructional material guidelines and requirements, curriculum and instructional strategies related to mental and behavioral health, as assigned; assist with developing and implementing standards of practice, instructional strategies and interventions; visit sites and classrooms to monitor and provide support for instructional activities, including provision of behavioral and mental health supports.
- Coordinate student support functions to meet educational needs, goals and objectives related to assigned educational services as required; supervise student intake and placement functions as assigned.
- Provide consultation to personnel, faculty, administrators, parents, school districts, outside agencies and the public concerning assigned educational services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, policies and procedures.
- Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to assigned educational services; coordinate and conduct a variety of special projects and surveys as required; oversee and participate in the review, processing and analysis of various academic and administrative materials such as treatment protocols, forms and assessments.
- Assist in the development and preparation of preliminary budgets for assigned educational services; review and evaluate financial data; control and authorize expenditures in accordance with established limitations; assist with researching, obtaining, monitoring and maintaining grants as assigned; prepare related applications and documentation.
- Monitor and evaluate assigned services for educational and financial effectiveness; assist in the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness of assigned services.
- Support and participate in the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; attend and participate in IEP meetings; assist in assuring proper preparation and maintenance of related documents, records and reports.
- Maintain current knowledge of educational methods, practices and standards related to assigned educational services and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.
- Provide technical information and assistance to the administrator regarding mental and behavioral health services and related issues, needs and activities; assist in the formulation and development of related policies, procedures and programs.
- Support and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, budgets, grants, incidents, accountability, financial activity, personnel, attendance and assigned duties.
- Plan, organize and support campus activities at assigned sites to assure the health, well-being and safety of students and staff in classroom and non-classroom activities.

- Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Coordinate, attend and conduct a variety of meetings; prepare and deliver oral presentations concerning assigned educational services; attend and participate in various conferences, in-services, committees and special events as required.

Approved and Recommended to the Board:



Anne E. Campbell, County Superintendent of Schools