

PROGRAM MANAGER – SPECIAL EDUCATION

PRIMARY FUNCTION:

Under the immediate supervision of the Director, Special Education, the Program Manager is responsible for administration, coordination and support of all special education programs and services.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Learning Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

1. Assist the Director in preparation of the budget and financial aspects of the special education program for the purpose of ensuring sound fiscal practices are followed.
2. Assist the Director and Assistant Superintendent, Learning Support in the coordination of interdepartmental goals and programs; assist with program improvement and compliance activities.
3. Consult with district administrators, special education staff, general education teachers and parents regarding the Individualized Education Program (IEP) process and provision of services in the least restrictive environment.
4. Coordinate extended school year programs. Schedule classes and staff placement; provide supervision and oversight on designated campuses.
5. Coordinate the development and selection of materials appropriate to the program; make recommendations to schools concerning the use of relevant and current instructional materials.
6. Monitor the provision of special education services in all placements (e.g., public school, home hospital, non-public, juvenile justice system).
7. Participate in the recruitment, selection, placement, training, supervision and evaluation of certificated and classified staff.

8. Plan, schedule and facilitate staff development opportunities and meetings with various internal and external parties (e.g. district staff, community organizations, parents, etc.) for the purpose of coordinating activities and ensuring the special education program achieves district and state objectives.
9. Prepare and maintain documentation in a variety of formats (e.g. memos, student records, program reports, etc.) for the purpose of providing written reference and ensuring program effectiveness, confidentiality and compliance with mandated requirements.
10. Respond to program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
11. Serve as a resource to IEP teams and attend IEP meetings regarding provision of special education and related services, as requested.
12. Serve on district, county and Special Education Local Plan Area (SELPA) committees.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent, Assistant Superintendent, Learning Support and/or Director, Special Education/Student Services.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five (5) years of highly successful experience in a special education related position in a public school setting. Supervisory experience preferred.

EDUCATION/CREDENTIALS:

Valid Special Education Professional Clear Teaching Credential or a valid Pupil Personnel Services Professional Clear Credential. Appropriate Master’s degree and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Sitting or standing for extended periods of time.
- Walking extended lengths to move around offices, campuses and community.
- Bending at the waist, kneeling or crouching to work with students and equipment.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student health and activities.
- Lifting to move equipment and materials.