

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

PROGRAM MANAGER OF SPECIAL EDUCATION SERVICES AND HEALTH SERVICES

PRIMARY FUNCTION: Assist the Director of Special Education & Health Services in planning, coordinating and supervising all facets of District Special Education and Health Services programs.

DIRECTLY RESPONSIBLE TO: Director of Special Education & Health Services

MAJOR DUTIES AND RESPONSIBILITIES:

Assist the Director of Special Education & Health to coordinate District Special Education and Health Services programs.

Assist the Director of Special Education & Health to plan, organize and evaluate the health services being offered to students in the District.

Consults with and advises school administration on District special education and health issues.

Provides support and assistance to staff that are involved in Special Education and Health programs.

Acts as a resource and provides technical assistance to schools in all aspects of the Special Education and Health program.

Prepares reports as required in both the Special Education and Health Services programs.

Assists in the recruiting, selecting, supervision and evaluation of highly qualified special education certificated and classified staff.

Serves as the district representative for Individualized Education Program (IEP) meetings as needed.

Supports the planning of special education and multi-tiered system of supports (MTSS) as well as positive behavioral interventions and supports (PBIS) initiatives.

Visits special education and inclusive general education classrooms on a regular basis to monitor effectiveness of implementation of instructional strategies and the use of curriculum aligned to grade level, Common Core State Standards, and students' needs as articulated by their IEPs.

Works in collaboration with other site and district staff to ensure effective implementation of best practices for all students with IEPs, including English learners with IEPs.

Assists in the development and implementation of an ongoing training program for special education staff.

Assists in conducting needs assessment among teachers and support staff to determine priorities for staff development.

Assists teachers in utilizing curriculum and adapting Common Core State Standards to meet students' needs.

Assists in coordination of opportunities for parent education with regards to needs of children with special education and health needs and work closely with parents through meetings and telephone conferences.

Ensure program compliance with special education laws.

Attend conferences and workshops to update skills and understanding of State and Federal legal mandates for Special Education.

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MAJOR DUTIES AND RESPONSIBILITIES:

Evaluate certificated and/or classified staff as directed in accordance with state law, collective bargaining agreements and district policy.

Assist in oversight and evaluation of District nurse and the Certified Nurse's Assistants in the administration of Health Program and meeting the needs of medically fragile students as directed.

Ensures that each pupil's Individualized Education Plan (IEP) is developed, implemented and all pupil related meetings are conducted with State and Federal laws.

Assist in coordination with transportation department to ensure that transportation is provided for Special Education students.

Under supervision of Director of Special Education & Health, plan, coordinate, and implement Extended School Year to Special Education students.

Serve as resource to parents and community regarding their Special Education needs and concerns for their children.

Attend management meetings as required.

May serve as liaison between the District and the Monterey County SELPA (Special Education Local Plan Area) as needed, to ensure that Special Education services are implemented in accordance with SELPA policies and procedures.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Laws and regulations concerning special education pupils and due process procedures.

Fiscal regulations and accounting procedures required for public schools.

Experience:

Three years of teaching experience, preferably in a special education setting; or three year's experience as a school counselor; or three years experience as a school psychologist.

Education:

Valid California Administrative Services Credential authorizing K-6 service.

Ability to:

Communicate effectively in the English language both orally and in writing.

Possess strong organizational skills.

Possess strong leadership qualities.

Stimulate and motivate cooperative team efforts.

Maintain confidentiality.

Work cooperatively with staff and public.

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DESIRABLE QUALIFICATIONS:

Valid CA special education credential; or PPS credential authorizing service as a school counselor or school psychologist.

Possession a Master's Degree from an accredited university.

Successful experience in areas of conflict resolution.

Previous experience working effectively with linguistically and culturally diverse community groups.

Ability to use a language in addition to English, preferably Spanish.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of a Program Manager of Special Education and Health Services. These physical requirements include:

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies.
2. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
3. Stand or sit for long period of time or work in confined spaces.
4. Indoor work environment.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.
The work year for this position is 206 days.

Adopted: 06/07/2017