

TITLE: PROGRAM MANAGER, SPECIAL EDUCATION

QUALIFICATIONS:

1. California administrative credential
2. California credential authorizing service to special education pupils in area of classroom instruction, designated instruction and services (DIS), or school psychology
3. Knowledge, training and experience in developing special education curriculum
4. Ability to plan and conduct meetings for teachers and parents
5. Ability to develop individual programs for exceptional students
6. Ability to coordinate efforts of home, school and community relative to needs of exceptional students

REPORTS TO: Director, Special Education

SUPERVISES: Staff as assigned

FUNCTION: To provide leadership in developing, implementing, coordinating and evaluating the District's special education program in assigned area of responsibility

PERFORMANCE RESPONSIBILITIES:

1. Assists schools and teachers in developing quality programs for special education pupils
2. Coordinates development of individualized education program for students at assigned schools
3. Provides appropriate materials and supplies to meet needs of special education pupils, maintaining budget control
4. Provides staff development training necessary to meet needs of special education pupils
5. Evaluates teachers, instructional aides and clerical staff as assigned
6. Completes necessary state, district and department reports
7. Performs other duties and responsibilities as assigned by director of Special Education

TERMS OF EMPLOYMENT: Salary and work year to be according to current management salary schedule, code 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable