

**TITLE:** PROGRAM MANAGER, COMMUNICATIVELY/PHYSICALLY HANDICAPPED

- QUALIFICATIONS:**
1. California credential authorizing service in administration and/or supervision
  2. California credential authorizing service in area of special education
  3. Advanced training and related experience in education of individuals with exceptional needs
  4. Specialized in-depth knowledge in area of disorders of communication and physically handicapping conditions
  5. Ability to develop programs for exceptional individuals
  6. Ability to plan and conduct meetings relative to special education for teachers and parents
  7. Ability to coordinate efforts of home, school, and community relative to needs of exceptional individuals

**REPORTS TO:** Director - Special Education

**SUPERVISES:** Speech Therapists and other designated instruction and services instructors

**FUNCTION:** To provide leadership in developing, implementing, coordinating and evaluating District's special education program for communicatively handicapped and other areas assigned

**RESPONSIBILITY:**

1. Supervises and assigns speech therapists, special day class teachers and other DIS personnel
2. Supervises IEP process for handicapped students
3. Prepares curriculum and methods to meet needs of handicapped students
4. Coordinates and provides staff development training necessary to meet needs of staff and handicapped students
5. Supervises budgets for assigned special education programs

**AUTHORITY:**

1. Determines need and evaluates satisfactory performance
2. Makes chief administrative decisions for assigned special programs
3. Orders, previews and selects instructional materials
4. Conducts staff meetings; determines, plans and schedules staff development meetings
5. Makes budget decisions in area of curriculum, equipment, materials and special supplies

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; 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