

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **PROGRAM MANAGER, LEARNING HANDICAPPED**
PROGRAM MANAGER, SEVERELY HANDICAPPED

QUALIFICATIONS: 1. School administration credential in area of assignment
 2. Special education specialist credential
 3. Knowledge, training and experience in developing special curriculum
 4. Ability to plan and conduct meetings relative to special education for
 teachers and parents
 5. Ability to develop individual programs for exceptional individuals
 6. Ability to coordinate efforts of home, school and community relative to
 needs of exceptional individuals

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

REPORTS TO: Director - Special Education

SUPERVISES: Traveling Resource Specialists

RESPONSIBILITY:

1. Evaluates at least annually children in
 handicapped classes
2. Coordinates individual education
 program for handicapped students
3. Assigns pupils to appropriate programs
 and classes
4. Provides appropriate materials and
 methods to meet needs of handicapped
 pupils
5. Provides staff development training
 necessary to meet needs of
 handicapped pupils
6. Supervises and schedules traveling
 resource specialists

AUTHORITY:

1. Plans, organizes, and conducts annual
 evaluation of each child enrolled in
 handicapped program
2. Assists in IEP development,
 implementation, and revision
3. Serves as member of individual
 education program team, makes parent
 contracts and provides follow up
 services
4. Conducts needs assessments, selects,
 purchases appropriate curriculum
 materials for handicapped students, and
 exercises budget control
5. Plans, schedules, and conducts staff
 development activities
6. Evaluates

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