SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

| TITLE: | Program Manager, Section 504/ADA |
| REPORTS TO: | Executive Director, Special Education |
| DEPARTMENT: | Special Education |
| CLASSIFICATION: | AASD |
| FLSA: | Exempt |
| SALARY GRADE: | 026 Certificated |

**ISSUED:** February 28, 2017

**BASIC FUNCTION:**
Serve as the district’s Section 504/ADA program coordinator. Plan, organize, and manage the assigned program to assure compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

_E_ = Essential functions

Serve as the district’s Section 504/ADA program coordinator. _E_

Plan, organize, control and manage the assigned program services to schools and central offices; provide district-wide leadership and technical expertise to assure compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. _E_

Provide technical expertise, information, and assistance to the site administrators and other managers regarding assigned functions; develop and conduct compliance training for staff. _E_

Coordinates and leads the district’s committee for program planning, implementation, and monitoring; schedules meetings and supervises activities for assigned programs. _E_

Assist in the review of processes focused on ensuring compliance. _E_

Train and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. _E_

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to a master’s degree in Education or a related field and 2 years progressively responsible experience in administrative leadership related to program planning, development, coordination, monitoring, and compliance is required. Project management experience, preferably in educational compliance, is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.
Valid California driver’s license.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State-of-the-art theories, techniques and methodologies of instruction and district operations.
District organization, operations, policies, and objectives.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

ABILITY TO:
Provide leadership and direction to assigned programs.
Plan, organize, and administer assigned programs.
Train and evaluate the performance of assigned staff.
Review relevant existing and pending legislation and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.
Interpret, apply and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:
Office; indoor environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

Job Code 1555
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