

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager, Special Education	REPORTS TO:	Executive Director, Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
REVISED:	March 11, 2009		

BASIC FUNCTION:

Plan, organize, control, and direct special education services for a defined population of students with disabilities; provide monitoring and technical assistance and communicate between the District, other agencies and parents; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, direct and monitor procedures, methods, development and implementation of services to exceptional children; direct certificated and classified staff for the District's special education services; serve as liaison for the District for the assigned area. *E*

Establish policies and procedures for administering services for assessment, identification, certification, establishment of priority, and placement of pupils with Individualized Education Programs including extended school year programs. *E*

Consult with administrators, teachers, other appropriate staff, and parents concerning the needs and services for individuals with exceptional needs; coordinate articulation, removal and transfer of special education pupils. *E*

Provide technical assistance to District and non-district administrators, special education teachers and parents regarding educational needs of pupils with Individualized Education Programs. *E*

Coordinate site and central assessment team activities and chair the Individualized Education Program team as appropriate. *E*

Prepare documentary evidence and present the District's legal position at due process hearings and mediations. *E*

Assure maintenance of confidential, accurate and current records related to program requirements including pupil assessment, placement, progress, attendance, hearings and mediations, Medi-Cal billing and nonpublic school billing in order to meet federal, State and District mandates and audits. *E*

Maintain knowledge of federal and State mandates regarding special education pupil rights and responsibilities, and interpret these and other legal issues as appropriate for District staff, parents and community agencies; investigate and respond to alleged complaints and violations related to special education program issues. *E*

Review existing and pending legislation related to special education guidelines and District policies; recommend origination, modification, or support of legislative measures. *E*

Monitor nonpublic schools for compliance with appropriate legal requirements, State mandates and regulations, District policies and procedures and standards for curriculum and graduation. *E*

Assist in planning and developing Department budget, determine allocation of positions and needs for personnel and facilities, monitor compliance with regulations and expenditures of a variety of funding sources and review and approve requests for instructional materials, supplies and equipment. *E*

Implement procedures, coordinate reviews and monitor reporting forms and reports to assure compliance with State and federal laws and grants. *E*

Select, assign, train, and evaluate performance of assigned certificated and classified staff. *E*

Maintain liaison with community agencies; coordinate central intake for potential special education referrals from social community agencies. *E*

Assist in orientation and in-service of staff; plan and coordinate staff and program development activities related to special education. *E*

Serve as topic administrator to develop specific policies and procedures for special education program curriculum development and implementation. *E*

Assist in the selection or development of appropriate instructional materials for use in accordance with District K-12 course of study. *E*

Disseminate information to parents pertaining to special education regulations, policies and procedures and consult with parents of pupils enrolled in program and those applying for admission. *E*

Provide leadership to parent, citizen and staff advisory committees; meet with a variety of State and local individuals, groups and committees regarding special education services issues. *E*

Plan, organize and implement programs and activities designed to develop assigned programs and services. *E*

Participate in the research and evaluation of special education technologies, programs, methods and strategies. *E*

Assist in the development, implementation and monitoring of program evaluation plans. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree supplemented by four years of teaching and supervising experience in special education or as a school psychologist.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential authorizing service in grades K-12.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
State-of-the-art theories, techniques and methodologies of instruction and school operation.
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.

ABILITY TO:

Provide leadership and direction to special education services.
Plan, organize, and administer special education services for the District.

Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines for the District's special education services and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of provisions of applicable 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 environment and driving a vehicle to perform work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to read, prepare and proofread documents; sitting or standing 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.

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JM