

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - SPECIAL EDUCATION PROGRAMS

BASIC FUNCTION:

Under the direction of the Director-Special Education, plans, organizes and directs instructional services and leadership for special education support and instructional staff; manages and oversees the provision of support services in the areas of speech therapy, physical therapy and occupational therapy services, and technology support; oversees the provision of assistive technology and augmentative communication systems for special needs students; manages and maintains network and desktop technology for special education; coordinates creation of caseloads and calendars; serves as liaison to districts, community agencies and internal departments; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and directs instructional services and leadership for special education support and instructional staff; implements, monitors, evaluates and provides leadership for the development of Special education curriculum and instructional programs such as speech language pathology, occupational therapy and physical therapy; coordinates and manages caseload creation for speech language pathologists, and occupational and physical therapists; monitors and provides leadership to designated instructional staff for the development of student therapy plans; monitors and provides daily assistance to educational staff on Web Individualized Education Plan (IEP) development and completion.

Oversees the provision of assistive technology and augmentative communication systems for special needs students; manages and maintains network and desktop technology for special education; develops and maintains programs and provides training for on-line IEPs; assures students receive specified IEP support services; manages district and in-house referrals for augmentative/alternate communication (AAC) and assistive technology assessments; supervises AAC lab for student assessment; prepares and maintains service contracts with the external providers of technology services; maintains special education network server for staff and student data.

Provides Special Education oversight for charter schools by monitoring the change in the number of charter school students; managing the increase in due process actions with respect to Special Education legal violations, supervising the COE employees working in charter schools; participating as the administrative designee for IEP meetings for compliance and legal issues, and monitoring Special Education spending and budget management.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; assigns work, supervises and delegates responsibility to professional and support staff; coordinates and plans staff development and training activities as assigned.

Maintains management information and therapists attendance procedures for students; sets up, coordinates and maintains school-based E-rate, Medi-cal and MAA programs; prepares and maintains services contracts with external providers of instructional services.

Serves as liaison with districts, the County Office, community agencies, parents and the public; networks with, recommends and implements policies for interacting with community agencies, school districts and other County Office departments; coordinates program operations at sites on regular educational campuses with district staff, students and parents; distributes materials; works with district personnel to maintain telecommunications at sites; obtains staff signatures for department or office-wide requests.

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; answers directly or facilitates staff responses to parental inquiries, concerns and complaints.

Develops and prepares the annual preliminary budget for the assigned program budget; plans, prepares and monitors budgets for multiple programs; maintains and monitors Medi-cal and MAA, low incidence and technology budgets for designated instructional staff; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Develops, designs, markets, implements, and presents professional development seminars and trainings in various content areas and formats related to the initiatives of the special education department.

Manages other special projects, coordinating efforts with those of educational and community groups to meet curriculum and instructional needs.

Assists with planning, locating and developing suitable facilities for assigned special education programs; assists in establishing workspace for designated instructional staff; works with architects to plan for installation of network connections; maintains working order of various equipment; participates in inspecting potential sites; administers and monitors the terms of lease agreements within prescribed guidelines; monitors and assures proper maintenance of assigned sites.

Operates a computer and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Speech, occupational and physical therapies and practices;

Standard and assistive technology;

Medi-cal procedures/laws, e-rate regulations and appropriate federal funding programs;

Research, policy and practice of professional development and systems of services to children with special needs;

Special Education program building, operation, funding and maintenance;

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.

ABILITY TO:

Plan, organize and manage instructional services and leadership for special education support and instructional staff;
Manage and oversee the provision of support services in the areas of speech therapy, physical therapy and occupational therapy services, and technology support;
Oversee the provision of assistive technology and augmentative communication systems for special needs students;
Manage and maintain network and desktop technology for special education;
Coordinate creation of caseloads and calendars;
Serve as liaison to districts, community agencies and internal departments;
Supervise and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
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;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and four (4) years increasingly responsible experience in related special education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services or Standard Supervision Credential
Valid California Special Education Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials.

Revised: 6/24/13 Charter school duties added; California added to: Valid California Special Education Credential
Revised: 5/16/17 Removed requirement: Speech Language Pathology and Audiology certification
Revised: 5/20/19: Duties updated to include professional development seminars and trainings; managing special projects

Approved:

Anisha Munshi 5/20/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services