

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM MANAGER - EARLY START AND PRESCHOOL SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, organizes and directs the activities and operations of the Early Start Program, including staff development and community outreach; coordinates the Early Start Program Intake and Assessment Team.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Early Start Program, including finalizing the Individual Family Student Plans (IFSP) and the Individualized Education Plans (IEP); collects audit information, creates IFSP trackers and files for new students, records them in the database, and assigns them to a case manager.

Updates the service levels and service changes in data management and tracking systems like SIRAS before finalizing the IFSP.

Organizes and directs the staff development and training for the Early Start Program for Santa Clara County Office of Education (SCCOE) and district staff; conducts training on early intervention, legal issues, programmatic issues, and recommended practices.

Collects information from the intake team regarding students and assigns them to case manager; monitors the student count in April and October to meet the requirement set by the California Department of Education (CDE); creates, monitors, and manages the student attendance database and makes follow up calls to parents regarding excessive absences.

Participates in intake assessments using tools like the Beck Depression Inventory (BDI) and identifies appropriate services and placements; writes and participates in IFSP for children; serves as designee at IFSP meetings; monitors and evaluates the provisions of program and services.

Provides consultation and program representation for community organizations, non-profits, and other inter-agency collaborative groups; provides consultation to parents and students related to programs and services.

Coordinates interagency meetings where recommendations to the IFSP teams are established; provides specific recommendations regarding CDE and Department of Disability Services eligibility.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; assists with compliance reviews and organizes systems and trainings to address issues.

Operates a computer and assigned software programs and database; operates other office equipment as assigned.

Supports all preschool programs with the creation and implementation of inclusion action plans for their respective sites including coordinating with other agencies to support with the development of inclusive practices.

Supports school districts with transitioning students back into district programming.

Attends a variety of meetings including First 5, Inclusion Collaborative, San Andreas Regional Center, Department of Family and Children Services, Project NICU and others as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Principles and practices, as well as the activities and operations of the Early Start Program, including staff development and community outreach;

Current trends in early intervention programs;

Eligibility requirements for PART C Early Start eligibility through CDE and Department of Disability Services; Part C to Part B transition;

Principles and practices of assessments and observing students and identifying appropriate services and placements;

Developmental assessments of children ages birth to five years old;

Oral and written communication skills;

Applicable laws, codes, regulations, policies, and procedures related to Special Education;

Interpersonal skills using tact, patience, and courtesy;

Operation of a computer and assigned software

ABILITY TO:

Organize and direct the activities and operations of the Early Start Program, including staff development and community outreach;

Early intervention strategies and program implementation;

Staff development and community outreach programs for the Early Start Program;

Advise on program design and effectiveness of curriculum;

Participate in assessments and observing students and identify appropriate services and placements;

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 records and reports related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master’s degree in education, special education, education administration or related field and three (3) years instruction experience in Early Start or Preschool Special Education programs that serve infants, 0-3 or 3-5 years of age.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching 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;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials.

	DocuSigned by: <i>Larry Oshodi</i> 84A286968D5B4A4...	3/28/2024 10:16 AM PDT
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> 72890EED1E52493...	3/28/2024 10:11 AM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date