

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: PROGRAM MANAGER- VOCATIONAL EDUCATION**

**BASIC FUNCTION:**

Under the direction and supervision of the Director-Special Education or designee, assumes responsibility for the function of the special education workability program including but not limited to vocational education design, career development programs, oversight of the implementation of work experience education as specified on the student's Individualized Education Plan (IEP) as required by both state and federal mandates.

**REPRESENTATIVE DUTIES:**

Coordinates and supervises the operation of the Workability program as assigned by the Director-Special Education or designee including but not limited to day-to-day office operations;

Coordinates and supervises all areas of the instructional program; including interpretation of test data, improvement of instruction and the development of new course curriculum and programs, and assessment of programs and instruction;

Plans, organizes, coordinates, and supervises the activities and operations of a grant-funded work training program;

Coordinates and supervises federal and state funding sources and assists in the preparation of funding proposals to secure available resources;

Coordinates, supports, and supervises in arranging and monitoring facilities utilized by the Vocational Education program;

Coordinates and supervises in conjunction with the Principal-Special Education work site related problems;

Trains staff in the completion of comprehensive Individualized Transition Plans (ITP's);

Attends vocational education conferences and workshops, teacher in-services, teacher meetings, and Advisory Committee meetings;

Plans, facilitates, and oversees special program events, such as fairs, shows, parent nights, and job shadowing/mentoring day;

Prepares a variety of comprehensive county/state/federal reports related to program enrollment, attendance, participants, and programs;

Oversees and participates in the establishment of work training sites;

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Promotes training programs to employers, develops individual training and employment plans using acquired data, career assessment, results, client interest, and goals;

Contacts and conducts grant-funded work training to business owners and employers to develop employment opportunities for program participants;

Consults with IEP teams to assist with the placement of students in vocational programs;

Works cooperatively with community agencies/partners and maintains work experience education stations within local industry/business and public agencies;

Assists employers in developing and reviewing job standards to identify jobs that can be occupied effectively by program participants;

Responds to a variety of inquiries relating to work permits, labor laws, and grant-funded program;

Effectively uses word processing, database, and spreadsheet software application programs during assigned duties;

Operates standard office equipment including a personal computer, typewriter, copier, fax machine, printer, and other peripheral;

Confers with and serves as a resource to students, parents, secondary and post-secondary teachers, guidance counselors, employers, and parents;

Oversees the publication of brochures, pamphlets, and forms for prospective clients, agencies, and employers;

Coordinates and supervises a program master schedule;

Coordinates all textbooks, media, and equipment requests;

Coordinates and supervises planning and conducting pre-service and in-service programs for staff;

In conjunction with the Principal-Special Education, coordinates and supervises staffing projections and recruiting of personnel;

Serves as a liaison between graduating students and their respective receiving program;

Supervises and maintains records pertaining to student transcripts;

Regularly conducts a quality check of transcripts and the organizations' student information systems;

Attends IEP meetings as appropriate;

Coordinates and supervises data collection conducted by staff.

**OTHER DUTIES:**

Perform other duties as assigned.

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

Curriculum and instruction programs beneficial to pupils with special learning needs;  
Applicable sections of the State Education Code, Board and District policies, procedures, and regulations;  
Current and appropriate instructional standards, curriculum, and instructional delivery for special education;  
Student behavior and characteristics;  
Work experience program goals;  
Job development, job coaching, and placement techniques;  
Characteristics and developmental stages of secondary age students;  
Routine record storage, retrieval, and management procedures;  
Local community.

**ABILITY TO:**

Serve as a team member in a variety of settings;  
Coordinate and participate in the provision of regionalized special education services for students in assigned SELPAs;  
Coordinate and reconcile input from diverse sources;  
Collect, assemble, and analyze data, preparing reports and monitoring progress;  
Analyze and explain budget information related to Vocational Education programs;  
Modify systems, procedures, and programs within area of responsibility;  
Analyze situations accurately and adopt an effective course of action;  
Plan and organize work;  
Meet schedules and timelines;  
Prepare and maintain records and reports related to assigned activities;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer and standard office equipment

**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:**

Any combination equivalent to a master’s degree in special education, clinical services, career vocational development or related field and three (3) years of experience in special education or related field.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Administrative Services Credential\*;  
Education Specialist Instruction Credential, Moderate/Severe Disabilities or other valid California Special Education Credential authorizing the teaching of students with moderate severe disabilities or Pupil Personnel Services Credential;  
Valid California driver’s license

\*Applicants enrolled in an Administrative Services Credential program may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Seeing to read a variety of materials;  
Dexterity of hands and fingers to operate a computer keyboard;  
Bending at the waist, kneeling, or crouching to file materials;  
Sitting or standing for extended periods of time.

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*Larry Oshodi*  
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11/8/2022 | 7:41 AM PST

Approved: Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

Revised 11/7/2022: Updated Licenses and Other Requirements