

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PROGRAM MANAGER-SPECIAL EDUCATION, AUTISM

DEFINITION:

Under the direction of the Senior Director-SELPA, provide a variety of services to special education students with autism; assist in planning and supervising the work performed by teachers and instructional paraprofessionals; coordinate and lead Individualized Education Plan meetings; provide consultation and training for effective teaching strategies and legal requirements for students with special needs including Autism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and conduct IEP meetings; coordinate IEP implementation; evaluate assessment data and assist in placement recommendations for students; assure compliance with State and federal laws pertaining to special education.
- Provide staff with training regarding special education policies, procedures, rules and regulations; conduct in-service training sessions as assigned.
- Collaborate with private consultants regarding student needs and program expectations.
- Facilitate the development of programs and coordinate curricular resources to assure availability of educational opportunities for assigned students.
- Coordinate curriculum orders, review referrals and student report cards for compliance with established guidelines.
- Process mental health referrals in accordance with established guidelines.
- Collaborate with outside agencies and schools regarding student placement.
- Provide technical expertise, information and assistance to the Senior Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Drive a vehicle to conduct work as assigned.
- Ensure IEP and program development meets legal, compliance with Special Education laws, rules and regulations.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in education, special education or related field and four years special education experience.

Licenses and other Requirements

- Valid California Administrative Credential.
- Valid Special Education Credential.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Administrative experience is desirable.

Knowledge of:

- Laws, codes, regulations, policies and procedures pertaining to special education.
- Autism spectrum disorder.
- Special education and autism terminology, curriculum, assessments, and materials.
- Accommodations and modifications for autistic students.
- Non-public agencies and organizations pertaining to program objectives.
- 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:

- Generate an IEP in compliance with applicable laws, codes, rules and regulations.
- Coordinate with parents, students and outside agencies to meet student needs.
- 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.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- 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.

WORKING CONDITIONS:

Work Environment:

- Indoor environment.
- Constant interruptions.
- Evening/variable hours.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Sitting and standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 6/30/04

Board Approved: 8/9/04

DRAFT