



LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

Title: Special Services Program Manager

Reports to: Assistant Superintendent-Special Services

Department: Special Services

Classification: Certificated Management

FLSA Status: Exempt

Work Year: 198 days

Board Approval: April 11, 2023

Salary Schedule: Management/Confidential

JOB SUMMARY:

Under the direct supervision of the Assistant Superintendent of Special Services, provide consultative and collaborative services in support of the instructional program in Special Services Department; perform responsible administrative and supervisory duties to direct and manage assigned activities of the department, provide training, coaching, guidance and assistance to the educational staff, site administration, and others delivering services to children with disabilities; and do other related work as required; and, perform related duties as assigned.

ESSENTIAL FUNCTIONS:

- Under the direction of the Assistant Superintendent of Special Services, assist with developing and maintaining special education programs that are compliant and instructionally sound, in accordance with all directives, standards, procedures, policies, laws, rules, regulations, codes, and guidelines.
- Provide consultative and collaborative expert support for instructional and behavioral intervention programs to address the needs of students with disabilities.
- Assist site administration with technical information and facilitation regarding Individualized Education Program (IEP) activities; supports site administrators and instructors in program areas through observation, providing technical information, staff development suggestions and other resources.
- Facilitate acquisition and use of instructional materials, resources, and equipment, including assistive technology
- Provide support for classroom management, student transitions, and positive behavior interventions.
- Serve as a resource to provide formal and informal training, guidance and assistance to students, educators, parents, services providers and agencies, as needed.
- Keep current with issues, laws and regulations regarding special education, educational trends, and other issues related to children with exceptional needs.
- Serve as administrative designee at IEP and SELPA meetings, as assigned.
- Provides for supervision of instruction including program development and evaluation.
- Supervises and evaluates assigned certificated and classified staff
- Assists in the coordination of transition planning and programs.
- Observes, consults with, and assists Special Day Class Teachers, Resource Specialists, designated instructional service personnel and other specialists with day-to-day program operations and special circumstances as they arise.

- Communicate and confer with administrators, staff, and outside agencies to ascertain needs, coordinate activities and programs, resolve issues, exchange information, and provide training and assistance.
- Assists in the development and preparation of Special Services budgets, documents, and reports
- Ensure compliance with federal, state and local standards, procedures, policies, laws, regulations and requirements applicable to the assigned area(s) of responsibility.
- Maintains current knowledge of LUESD contracts, policies, and procedures.
- Operates a personal computer and standard office equipment.
- Operates a motor vehicle.

OTHER JOB-RELATED DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Proper English usage grammar, vocabulary, spelling and punctuation.
- California Core Curriculum and state frameworks, and resources and materials available for use in special education curriculum.
- LUESD special education programs
- Basics of occupational therapy, physical therapy, vision therapy, speech and language, mobility, cognition, assistive technology, and special education.
- Current accepted behavior intervention methodologies, including positive behavior strategies and best practices included in the full continuum of placement options for students
- Accepted education and psychological assessment procedures and techniques.
- Processes involved in with Individualized Education Program (IEP) for special education students.
- Applicable directives, standards, procedures, policies, rules, regulations, codes, laws and guidelines governing special education.
- Individual and classroom management techniques and the principles of learning
- Data tracking and collection, record management and reporting methods.
- Accepted strategies and practices of administration.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

Ability to:

- Plan, organize, direct, control and staff designated departments.
- Interpret, explain, administer and apply specific statutes, ordinances, laws, regulations, codes, policies, directives and procedures governing all assigned activities of LUESD and apply them with good judgment in a variety of situations.
- Analyze and interpret data and trends to make projections, informed decisions and recommendations on a wide range of business matters
- Demonstrate an understanding, patient, respectful and receptive attitude toward exceptional needs students of varied age groups.
- Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work.

- Understand, carry out and communicate oral and written directions.
- Provide assistance to special education personnel in implementing, maintaining and monitoring effective special education programs.
- Provide formal and informal training, assistance and guidance to pupils, parents, and educational staff.
- Communicate effectively both orally and in writing with the staff and community.
- Write quickly, succinctly and accurately.
- Maintain accurate records and files, and prepare documents and reports.
- Attend in-service training, conferences and meetings, as needed.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

EDUCATION AND EXPERIENCE: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Master's Degree in Special Education or a related field is required. Experience in special education at the elementary level.

Experience: A minimum of two years of experience working in special education.

Licenses, Certificates and other Requirements:

- Possess or be eligible to apply for a clear California Regular Education or Special Education or Clinical Services or School Psychologist credential.
- Possess or be eligible to apply for a California Administrative Services credential.
- Possess a valid California driver's license and maintain insurability.

DESIRABLE QUALIFICATIONS:

- Possess California Pupil Personnel Services (PPS) Credential
- Experience in the administration of special education programs.

WORKING CONDITIONS:

Environment: Indoor/office environment, school site and classroom environment, a fast-paced work environment with changing priorities.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or walking for extended periods of time.
- Vision to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to retrieve and organize materials.
- Lifting and/or carrying up to 30 pounds or more.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.