

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Program Administrator for Special Education

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under the general supervision of the Director of Special Education or his/her designee, the Program Administrator for Special Education assists the Director in providing overall management, leadership and direction in planning and implementation of Special Education Services. Also, the Program Administrator for Special Education is responsible for the Data Identified Noncompliance (D.I.N.C.) system, utilizing mandated data systems such as the Special Education Information System (S.E.I.S.), the California Special Education Management Information System (C.A.S.E.M.I.S.), Aeries and other data systems to track, correct and submit findings to the California Department of Education.

ESSENTIAL FUNCTIONS:

1. Maintains the D.I.N.C. in its entirety, including documentation, tracking, compliance measures, training of staff, and submission to San Joaquin County Office of Education and the California Department of Education.
2. Assists the Director in organizing and supervising the Tracy Psychologist Induction Program (T.P.I.P.), and provides ongoing support to psychologists in the District.
3. Provides staff development and trainings for D.I.N.C., student discipline and C.A.S.E.M.I.S. for teachers and psychologists, ensuring program activities are in compliance with local and state requirements.
4. Assists the Director in leading and managing the implementation of a comprehensive professional development program for certificated and classified Special Education staff.
5. Assists Director in developing Non Public School/Non Public Agency contracts, Individual Service Agreements, Board agendas and budget items as appropriate for the Special Education department.
6. Assists the Director in supervising assigned Special Education staff members responsible for providing services to exceptional children, including attendance at Individualized Education Program (I.E.P.) meetings.
7. Assists the Director with identification and appropriate placement of exceptional pupils, including attending 504 Plan meetings and monitoring their implementation.
8. Maintains professional competence through on-going professional development and training in areas related to the administration of Special Education services.
9. Provides support to the Director of Special Education in all areas of the department including curriculum, professional development, and related training for administrators, teachers, and classified Special Education staff.
10. Assists in analyzing trainings and instructional needs to develop new programs or modify and improve existing programs for increased effectiveness.
11. Develop and carry out long and short-term plans, programs, and activities to support the implementation of mandated county, state and federal programs and policies.
12. Supervise and evaluate certificated and classified Special Education staff as assigned, and participate in the selection process for new department personnel as directed.

13. Serve on district level committees to represent the Special Education Department as appropriate.
14. Establish and maintain cooperative working relationships with those contacted during the course of work.
15. Maintain confidentiality on issues concerning Special Education programs, students and staff.
16. Maintain regular and prompt attendance in the workplace.
17. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A valid California Teaching Credential and Master's Degree are required. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of special education, including a minimum of five-years of teaching experience is required. Experience with the D.I.N.C., C.A.S.E.M.I.S. and S.E.I.S. data systems preferred. Experience with program evaluation and data collection and analysis is preferred. A valid California Driver's License is required.

SKILLS AND QUALIFICATIONS:

1. Ability to collect and analyze data for evaluation and improvement of special education teacher preparation and professional development programs.
2. Ability to analyze situations accurately and adopt an effective course of action.
3. Ability to lead others effectively and to communicate effectively both orally and in writing, and demonstrate strong organizational and analytical skills.
4. Ability to integrate current technology into work and job functions, and make presentations to groups as required.
5. Ability to analyze program activities and implement procedures that will improve the provision of Special Education services.
6. Work independently with minimal supervision and meet required deadlines.
7. Knowledge of State and federal requirements and the ability to ensure that programs and activities are compliant with special education laws.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the Program Administrator for Special Education must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.

4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: LME Range 49 **DAYS OF SERVICE:** 225

APPROVED: TUSD 4.26.16

Revised: 11.8.16 (Range change only)