

JOB DESCRIPTION
San Diego County Office of Education

Senior Manager, Special Education HOPE Infant Program

Purpose Statement

The job of Senior Manager, Special Education HOPE Infant Program is done for the purpose/s of managing an assigned service delivery region or a program-level team of certificated and classified professionals involved in special services, inter-agency liaison, program planning, staff development and other program-wide activities; and providing information and serving as a resource to others.

Essential Functions

- Chairs a variety of program-related task forces, committees, inter-agency associations and special project teams as assigned for the purpose of identifying and developing recommendations, providing training, supporting other staff, and maintaining group commitment to project or program goals.
- Collaborates with other program management personnel for the purpose of assisting in program-wide planning and communication efforts and determining appropriate policies and procedures for program operations.
- Directs services for the HOPE Infant Family Support Program within an assigned geographic area (e.g. assessment, referrals, family contacts, programming, transition, etc.) for the purpose of managing the delivery of services from multiple agencies and service providers to qualified infants and families.
- Maintains program-wide calendar and schedules involving professional and support staff assigned across regions (e.g. parent trainings, monthly SELPA director meetings, staff observations, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements across regions.
- Monitors the implementation of early childhood curriculum within and across regions for the purpose of recommending new curriculum and service models consistent with the mission and policies of the program.
- Monitors budget allocations and expenditures for equipment/supplies and material needs for the purpose of coordinating expenditures and budget-related matters with the Business Assistant.
- Performs personnel administrative functions for certificated and classified staff at assigned sites (e.g. hiring, counseling, directing, training, supervising, disciplining, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Plans and coordinates staff development programs for professional and support program personnel for the purpose of establishing proper goals, evaluating program components, providing for new staff training, coordinating intern programs and overseeing conference participation.
- Prepares a wide variety of often complex materials (e.g. plans, proposals, budgets, funding requests, reports, analyses, recommendations, procedures, MOUs, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Represents the HOPE Infant Program to other agencies, and at the County, regional, State and federal levels as assigned for the purpose of participating in inter-agency activities and coordinating HOPE Infant Program participation in agreements, activities and broader planning efforts.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, IFSP teams, state level meetings, interagency boards, state superintendent, etc.) for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to early childhood education.
- Submits proposals for the purpose of obtaining state and federal funds for innovative grant and research projects.
- Supervises and assigns certificated and classified staff to provide and coordinate activities for assigned children and families with the SELPA organization and other regional programs for the purpose of providing special education services to the infant served within the assigned region.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; and coordinating with other agencies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; teaching strategies; working with families; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization

of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Any combination of education and experience equivalent to: and advanced degree in Special Education, Early Childhood Education, school psychology or a related field; five years special education teaching experience, and two years in an administrative capacity or related experience.

Possession of a California Administrative Services Credential; and one of the following; a valid California Education Specialist credential or a comparable Special Education credential, or a California Pupil Personnel Services credential with an emphasis in School Psychology; or a California Clinical Rehabilitative Services.

Required Testing

Certificates

California Administrative Services
Credential
California Education Specialist Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance
Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 47

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