

Program Manager Student Support Services		Reports To:	Chief Student Support Officer	
Department:	Student Support Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	195	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory-Range 13 <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 – Range XX <input type="checkbox"/> CSEA 860	

DEFINITION

Under direction of the Chief Student Support Officer, the Program Coordinator provides vision, direction, management, and oversight for assigned programs and services, including data collection, analysis, program evaluation, and budget control. Evaluates the delivery of educational programs and services within the Department of Student Support as assigned by the Chief Officer. Performs additional duties as assigned by the supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Chief Student Support Officer or designee. Supervises classified and certificated staff as assigned.

ESSENTIAL FUNCTIONS

- Plans, organizes, manages, and evaluates the implementation and operation of the following district programs and services:
 - Positive Behavior Interventions and Supports
 - Coordination of Services Team (COST)
 - McKinney Vento
 - Foster Youth programs
 - Health Services/Tier III Mental Health Services
 - SART/SARB
 - Non-public school placement and case management

- Works with Director of Special Education and school sites to support student placement in general and special education programs, schools, and classrooms.

- Provides leadership and support as it relates to assigned special education programs including site support, staff and site administrator training, and attendance at specified IEP meetings.
- Provides recommendations to the Director of Special Education and Chief Student Support Officer regarding student placement, problem resolution, enrollment, and staffing needs.
- Oversees implementation of Tier III Mental Health services, including onsite support as well as linking students and families with community-based services as needed.
- Works to remedy barriers that impact students and families of vulnerable populations that are at high risk of truancy and dropping out of schools such as McKinney Vento, foster youth, migrant children, students in the juvenile system, students living in poverty, students of color, etc.
- Works collaboratively with teachers, administrators, parents, and other educators to support coordinated interventions and implementation of the district's Multi-Tiered System of Supports (MTSS) to promote student success.
- Works to ensure the integration of all behavioral, attendance, mental health, and social services within the context of school culture and learning.
- Works to link students and families with outside services and supports as needed.
- Fosters relationships with outside agencies and services to support students and families.
- Collects, maintains, and analyzes data and statistical reports related to all programs managed by the coordinator to ensure effectiveness and cost efficiencies.
- Ensures compliance with state and federal requirements and completes required state and federal reports.
- Monitors program budgets to maintain fiscally responsible and cost efficient practices.
- Attends and monitors school site School Attendance and Review Team (SART) and School Attendance and Review Board (SARB) meetings as needed.
- Represents the district at district, county, and city-wide meetings as requested.
- Prepares presentations to support the Chief Officer and Director as needed.
- Works collaboratively and cooperatively with other managers, principals, and other departments in coordinating the functions of this position.
- Supervises and evaluates staff as assigned.
- Models district standards of ethics and professionalism.
- Uses initiative and independent judgment in carrying out his/her duties.

QUALIFICATIONS

Knowledge of:

- Educational issues in the areas of special education, health services, underserved populations, and related services.
- Laws, regulations, policies, and procedures related to the exceptional student and school administration.
- Leadership and organizational skills.

Ability to:

- Ability to communicate effectively in written and verbal form.

Education and Experience:

- Master’s Degree is preferred
- Three (3) years certificated experience in public schools, including at least two (2) years in an administrative or supervisory capacity

Licenses and Certifications:

- Appropriate California Administrative Credential
- Valid and current teaching credential in Special Education or General Education issued by the California Commission on Teacher Credentialing
- Must possess a valid California driver’s license

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	I	Lift/carry 0-10 lbs	F
Twist	O	Lift/carry 11-25 lbs	I
Squat	I	Lift/carry 26-40 lbs	O
Kneel	I	Lift/carry 41-100 lbs	N
Climb	O	Stand	I
Reach above shoulder	I	Walk	I
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.