

# **Birmingham Community Charter High School Special Education Office Manager**

Title: Special Education Office Manager  
FLSA Status: Non-Exempt  
Reports to: Site Administrator  
Supervises: Has lead coordination of Special Education paraprofessionals and office staff

## **DEFINITION:**

Under the direction of the Site Administrator or designee, oversees the Paraprofessionals and coordinates scheduling and assignments to classrooms. Oversees the overall function of the Special Education Office.

## **ESSENTIAL FUNCTIONS:**

### **Lead Paraprofessional Representative Functions, Duties and Tasks**

- Assign Paraprofessionals, Blls, and Health Care Assistants to specific classrooms, students, bus, food-service duties
- Establish schedules to assure coverage of bus arrivals and departures and the transfer of students to and from classrooms, therapy rooms, pools, and toilets
- Maintain up-to-date lists of students with emotional and physical problems to inform subordinates of potential or recurrent problems and corrective actions
- Provide instructions to employees regarding care and management of specific student medical needs
- Orient and train new and substitute employees in assigned duties
- Participate as directed in the interview process by providing classroom aide perspective of candidates to assist the Administrator in making final selection of classified paraprofessional staff
- As directed provide input to the Administrator during the evaluation process of paraprofessional staff
- Make periodic checks for valid First-Aid Certificates and CPR Certificates
- May substitute for or assist a Paraprofessional or Health Care Assistant in classroom emergencies
- Set up all absence coverage for paraprofessionals and Blls when they are out for the day
- Train the staff on the use of equipment, lifts, gate trainers, toileting and feeding
- Attend IEP meetings for all students with medical needs, equipment needs, Bll, one-on-one adult support, afterschool support, or transportation
- Perform related duties as assigned

### **Office Manager Representative Functions, Duties and Tasks**

- Manage daily office operational needs and set-up
- Assist the Special Education Administrator as needed
- Establish proactive scheduling of annual and special IEP meetings and oversees staff activities to ensure timely and compliant completion of IEP meetings
- As directed provide input to the administrator during the selection and evaluation processes for office staff
- Provide input to Director regarding possible improvements to office and program policies and procedures and ensure subsequent adherence of support staff
- Complete operational requirements by scheduling and assigning employees and following up on work results
- Maintain office functioning by orienting and training Special Education clerical staff
- Oversee the daily operations of the Special Education office clerical team
- Order supplies
- Track IEP compliance in both Welligent and Aeries

- Track General Education coverage
- Print Aeries reports
- Create folders for upcoming IEPs
- Assist the Resource teachers and Special Education Administrator with the set-up of Fall and Spring resource classes, including schedules and coverage
- Liaison for all transportation of Special Education students
- Liaison for all students on a dual enrollment
- Maintain the IEP calendar
- Provide support for parents through campus tours, outreach, tours of transition programs and addressing concerns
- Assist testing coordinator by providing information regarding student testing accommodations and modifications
- Assist with District Validation Review (DVR), Extended School Year (ESY), and School Site Review (SSR)
- Other office duties as assigned

#### KNOWLEDGE OF:

- First-aid techniques
- General nature of mental, physical, and emotional disabilities
- Functioning of special medical equipment as directed by a school nurse or doctor
- Student guidance principles and practices related to students with behavior issues
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading
- Techniques for controlling aggressive behavior
- Child growth and development
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Problems and concerns of students with special needs
- Classroom procedures and appropriate student conduct
- Safe practices in classroom activities
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques

#### ABILITY TO:

- Deal calmly and effectively with emergencies, unusual actions, or nervous conditions of students
- Provide support and assistance to classroom teachers in the development and implementation of behavioral interventions and related plans and strategies for students with behavioral issues
- Participate in the implementation of individualized treatment plans to meet the behavioral and social- emotional needs of identified students
- Observe and control behavior of students in the classroom per approved policies and procedures as directed
- Learn, interpret, apply and explain rules, guidelines, policies and procedures
- Monitor and assist with the adjustment of behavior intervention activities in response to student needs, behavioral problems and progress
- Understand and relate to students with special needs
- Demonstrate an understanding, patient and receptive attitude towards emotionally disturbed students
- Monitor, observe and report student behavior and progress
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Determine appropriate action within clearly defined guidelines
- Meet schedules and time lines
- Work independently with little direction
- Operate a variety of office equipment including a computer and assigned software

**EDUCATION:**

Graduation from high school or evidence of equivalent educational proficiency, supplemented by an Associate degree with emphasis in child growth and development, sociology, psychology, health education, or other coursework directly related to the physical and/or psychological care of children with disabilities.

**EXPERIENCE:**

Five (5) years of successful, paid experience in caring for the physical, mental, and emotional requirements of disabled students in a classroom, developmental center or school. Additional qualifying experience may be substituted for the education requirement based on one year of experience for 30 semester units of course work.

**ADDITIONAL QUALIFICATIONS**

- First Aid certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment
- A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment
- A valid California Driver’s License and use of an automobile may be required
- Ability to communicate in a language in addition to English may be required

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and observe students.
- Sitting or standing for extended periods of time.
- Contact with dissatisfied or abusive individuals.
- Some positions may require the use multi-person lifting techniques and the use of mechanical lifting equipment to lift or move pupils who weigh more than 50 pounds.
- Some positions may require to safely provide physical support to pupils of any weight to assist in their movement.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date