



JOB DESCRIPTION

Position Code: 1196
Classified Group: SJPEC
Salary Range: 19
Work Days: 225
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POSITION TITLE: Program Administrator, Special Education

DEFINITION: Under general direction, monitors the operation of assigned program site(s) and coordinates special education program support services to students with exceptional needs; responsible for evaluating the effectiveness of special education programs and services and in-service trainings provided to assigned personnel.

DIRECTLY RESPONSIBLE TO: Assistant Director, Special Education

SUPERVISION OVER: Classified and certificated staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Responsible for the administration, day-to-day operations, and the coordination of programs and services of an assigned school site.
2. Assists in the development of district policy, procedures, goals and objectives for special education programs and services as assigned.
3. Evaluates the usage of appropriated funding and monitors expenditures in accordance with district policies and applicable federal and state laws, regulations, and codes.
4. Assesses program operations on a periodic basis and implements appropriate adjustments based upon available resources and analysis of related data.
5. Coordinates with other district departments to maximize resources and increase organizational efficiencies (i.e. transportation services, etc.).
6. In conjunction with the Human Resources Department, participates in the interview and selection process of candidates for special education teaching positions.
7. Develops, implements, and evaluates in-service training programs for assigned certificated and classified staff, and assumes responsibility for the ongoing development and evaluation for the special education curriculum.
8. Chairs individualized education program (IEP) meetings and places students in appropriate special education programs and/or services as determined.
9. Monitors special education caseload and class sizes.
10. Coordinates transportation services for students with exceptional needs.
11. Serves as a liaison to district office, district administrative councils, community agencies/services, state and county schools and services, private schools, state department of education/special education division and parent and professional groups.
12. May participate in due process hearings, compliant and compliance investigations and district self-review of compliance.
13. Observes special education classrooms, evaluates educational plans, participates in parent conferences, works with individual students, provides diagnostic assessments, observes students integrated in regular classrooms, conferences with regular education/special education teachers regarding student progress and conferences with principals, psychologists, and others.
14. Supervises, coordinates, and participates in the evaluation of special education groups and committees essential to the maintenance of programs as assigned.

15. Coordinates with colleges and universities for visitations, observations, and student teachers.
16. Plans and coordinates observations for visitors in special education programs.
17. Notifies parents of rights according to due process and reviews educational programs with parents.
18. Makes presentations to professional organizations and groups as requested.
19. Coordinates the evaluation of local special education programs in cooperation with the research and evaluation department.
20. Revises and updates current teacher handbook for special education programs and assumes responsibility for ongoing maintenance and evaluation of the special education instructional materials center (IMC).
21. Attends district meetings and participates in external workshops, seminars, and/or conferences to remain abreast of industry trends.
22. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess a supervisory or administrative credential and appropriate credential in special education or related area; applicable training in the field of special education is desirable; previous administrative experience is preferred.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of special education laws, codes, regulations, policies and procedures
- Knowledge of best practices in behavior management and social emotional learning
- Knowledge of basic needs and limitations of students with exceptional needs
- Knowledge of regular education curriculum and programs
- Knowledge of special education curriculum, equipment, and other available resources
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:

- Indoor office and classroom environment
- Moderate noise
- Continuous contact with students, staff, parents
- Frequent interruptions and significant distractions

- Contact with dissatisfied and/or uncooperative individuals
- Frequent travel between district sites

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/27/2018