

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Program Supervisor

CLASSIFICATION: Certificated Management

REPORTS TO: Senior Director of Special Education or Assigned Supervisor

DESCRIPTION:

Under the direction and supervision of the Senior Director of Special Education or Assigned Supervisor, implements and coordinates the District's special education program, pursuant to District Policy, State and Federal statutes and relevant regulations.

PERFORMANCE RESPONSIBILITIES:

- Establishes and monitors procedures for implementation of the District's special education program.
- Provides the administrative leadership for and meets the legal requirements of the Individual Education Program (IEP) process.
- Attends IEP meetings as the designee of the senior director of special education
- Supervises classified and certificated staff members.
- Develops and implements in-service training for staff on an ongoing basis.
- Assists in the coordination, execution, and oversight of ESY.
- Assists in the management of budgets allocated to assigned programs.
- Participates in the selection and assignment of district special education staff.
- Provides leadership in his/her assignment of areas of responsibilities district within the special education department.
- Oversees grants and/or budget responsibilities and oversight in any assigned area of responsibility.
- Meets with and trains staff within these assigned areas of responsibility.
- Writes prior written notice letters and follows up with educational rights holders to explain their rights.
- Provides positive communication and collaboration with staff, the school community, and parents of students with disabilities.
- Assists case managers and service providers in the development of students' IEPs and training and support in areas of weakness and/or compliance.
- Assists in special education information system (SEIS or SIRAS or other SIS program) and CalPads data monitoring and necessary corrections.
- Attends school, parent organization, and community activities and meetings as necessary in support of the special education department and students with disabilities.
- Works collaboratively with district staff and/or other organizations/individuals in an effort to resolve parent complaints or respond to parent inquiries/requests for information.

- Consults with and advises IEP team members, special education service providers, and site and district administrators regarding students with disabilities and special education services, regulations, and laws.
- Assists in curriculum development for special education programs.
- Reviews, monitors, and provides recommendations to Board policies and regulations related to special education.
- Evaluates existing programs as an ongoing responsibility, and recommend changes and additions as needed for compliance with state and federal laws, guidance, and regulations.
- Contributes to the weekly board community update.
- Performs other duties as assigned.

KNOWLEDGE OF:

- Special education eligibility criteria, curriculum and instructional strategies, IEP paperwork, allowable services under an IEP, and federal and state laws governing special education
- Child Find procedures, including disabilities and the criteria for eligibility for services
- Relevant public and private community agencies and informational resources available to students with disabilities and their families
- Staff supervision and evaluation techniques
- Alternative Dispute resolution techniques
- District program objectives and programs and services available to students

ABILITY TO:

- Facilitate an IEP meeting
- Supervise and evaluate staff
- Communicate with all stakeholders across settings and mediums positively and effectively
- Explain special education laws, regulations, policies, and procedures in terms understandable to the listener
- Display knowledge and understanding of learning theory and instructional methodology
- Plan, direct, and establish priorities and simultaneously coordinate a variety of projects
- Prepare and present clear and concise reports and trainings
- Facilitate small and large group meetings, trainings, presentations

TRAINING AND EXPERIENCE:

- Valid Teaching credential, Pupil Personnel Services credential, or Special Education credential
- Clinical or health services credential, BCBA, or special education provider license desired
- Three years minimum successful teaching or service provider experience to students with disabilities
- California administrative credential or in an administrative credential program in good standing

TERMS OF EMPLOYMENT:

203 Days, Management Salary Schedule, Certificated

BOARD APPROVED: June 10, 2021