

SPECIAL EDUCATION MANAGER

DEFINITION:

Under general supervision and direction of Assistant Superintendent of Special Education, the Special Education Manager is responsible for planning and overseeing behavior management programs and other related services programs including occupational therapy and physical therapy; ensures the implementation of positive behavior interventions for pupils, classrooms and school sites; and oversees the implementation and the delivery of related services for all students requiring special education services.

QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential function of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Experience:

- Five (5) years in a school-based related services field (behavior services, occupational therapy, or physical therapy)
- Two (2) years supervision in a school-based related services field preferred
- Experience can be classified or certificated

Education:

- Bachelor's degree from an accredited institution of higher learning in special education, behavioral services, physical or occupational therapy or related field of study.
- Master's degree from an accredited institution of higher learning in a related field of study preferred.

Licenses or Certifications:

- Physical therapy, Occupational therapy licensure, Board-Certified Behavior Analyst (BCBA) or valid California Administrative Credential required.

DISTINGUISHING CHARACTERISTICS:

The primary function of the Special Education Manager is to oversee, supervise and evaluate staff members assigned to the Special Education department including, but not limited to, physical and occupational therapists, behavior specialist, behavior support assistants, and other related staff; work with site Principals, certificated staff and support personnel to develop, monitor, and evaluate State and Federal, and district special education and student support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Demonstrates ability to lead and manage staff.
- Assists the SELPA Director in the development and implementation of programs, policies and procedures, and practices relative to special education and special education services.
- Implements, oversees, reviews, collects data and responds appropriately regarding behavior interventions; behavior emergency reporting, including restraint and seclusion, and time away.
- Hires, supervises, evaluates related services providers including, but not limited to, occupational therapists, physical therapists, behavior specialists, and behavior support aides, paraeducator and other positions as assigned.
- Oversees and acts as a liaison in the implementation of related services contractors for the district.
- Participates in special education leadership and district leadership teams.

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- Assigns paraeducators to school sites, assists in the planning of professional development and reviews and monitors site implementation of paraeducator services and ongoing need for paraeducators support.
- Assists the Assistant Superintendent and planning and developing the need for new programs.
- Plans and provides professional development and ongoing coaching of classified professionals.
- Provides ongoing consultation and guidance on the use of evidence-based practices and innovative strategies and materials which enhance the educational progress of students receiving special education services.
- Participates in, coordinates, and/or chairs IEP meetings, as necessary.
- Implements the philosophy, goals, objectives, and policies of the district as adopted by the Board of Education, and the goals and objectives of the Special Education Department.
- Generate and prepare reports as required by the state, district or other reporting agencies.
- Compiles district data, analyze data gathered, develop and implement strategies to meet student needs.
- Acts as liaison between community agencies and school for decisions made about students' individual education plans.
- Coordinates and communicates with non-public agencies for services for students.
- Provides information to the community regarding related services of the district.
- Consults with Nonpublic School Team.
- Participates in special studies and projects developed in the district.
- Continues to grow professionally through attendance at conferences, workshops, and professional meetings.
- Performs other district tasks as assigned.

KNOWLEDGE OF:

- Maintains current knowledge of special education laws, regulations, processes and procedures as it applies to maintaining legal compliance for students who receive special education services.
- Principles, practices, trends, goals, and objectives of public education, including special education.
- Philosophical, educational, fiscal, and legal aspects affecting the special education department, including special education and health services.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Research and development strategies, policies and techniques.
- District organization, operations, policies and objectives.
- Current applicable laws, regulations, codes, policies and procedures.
- Interpersonal skills, conflict resolution strategies and procedures, and team management building methods and techniques.

ABILITIES AND SKILLS:

- Work with changing priorities, regulations, and deadlines.
- Analyze situations accurately and recommend necessary action.
- Be an effective team member.
- Implement district-wide management systems.
- Demonstrate skills collaborating with teachers and administrators.
- Excellent organizational skills to manage multiple tasks and projects simultaneously.
- Plan, organize, coordinate and direct the district Special Education programs.

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- Excellent verbal and written communication skills.
- Ability to summarize complex information and present it in a clear and concise manner.
- Excellent interpersonal skills, with the ability to work collaboratively with diverse groups.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Supervise the performance of assigned staff.

PHYSICAL REQUIREMENTS:

Physical abilities: the usual and customary methods of performing the job's functions and require the following physical demands: carrying, pushing and/or pulling, stooping, kneeling, crouching, reaching handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities: occasional lifting up to 50 pounds; ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.