PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 17, 2019
Revised: June 17, 2026
Salary Schedule: 253; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **PROGRAM ADMINISTRATOR - PATHWAYS FOR ADULT LIFE SKILLS (PALS)**

JOB PURPOSE STATEMENT: Under the supervision of the Director of Special Education, or Designee, provide educational and administrative leadership to the professional staff and students at a designated special education school site and/or other programs as assigned; plan, direct and supervise the work performed by teachers, mental health clinicians, specialists, paraeducators, professionals and others at the school site; communicate with other outside agencies, parents, students, and the public; provide responsible and professional staff assistance and management in the education program.

JOB FUNCTIONS:

- Plan, direct, assign and supervise the Special Education programs conducted within the assigned school site(s)/program(s);
- Direct and monitor support activities to assure proper implementation of educational programs, such as facilities maintenance, clerical assistance, and transportation coordination;
- Interview, hire, train, supervise and evaluate assigned classified and certificated staff;
- Direct Individualized Education Plan (IEP) meetings, determine class placement, and monitor delivery systems for pupil services; serve as Chairperson in IEP meetings, review teacher's and specialist's reports;
- Plan, coordinate and participate in meetings and conferences to discuss appropriate integration procedures with students who have disabilities;
- Direct and assist assigned staff and conduct conferences, meetings, in-service workshops, demonstrations and periodic classroom visits;
- Plan, coordinate and review staff development at assigned school; analyze and recommend appropriate measures to comply with State and Federally mandated and appropriate instructional practices;
- Communicate with students, teachers, caseworkers, parents and other school officials and discuss a variety of education school-related issues, challenges and concerns;

JOB FUNCTIONS – continued

- Serve as an instructional leader for students, staff, and the educational program;
- Maintain an efficient and effective operation of school facilities and security; approve and monitor maintenance services provided in-house and by outside contractors; inspect and improve on-site therapeutic and instructional equipment; maintain proper security and inventory of assigned equipment;
- Prepare and present a variety of reports, records and statistical data regarding school site activities, attendance, physical maintenance and instructional needs and services;
- Participate and attend a variety of meetings, conferences and other gatherings representing the school program as assigned;
- Confer with parents and social service agencies regarding instructional and special educational related needs of students;
- Prepare and maintain a variety of records and reports required for compliance of State, Federal and District laws, codes, rules, regulations, policies and procedures;
- Promote positive coverage of school activities and programs;
- Plan, coordinate and implement extended school year programs;
- Possess commitment to the success of Special Education students and their parents to include an understanding and sensitivity to educational difference;
- Provide encouragement, support, resources and assistance to all students and staff within the program;
- Facilitate special education staff activities and gives technical assistance in areas such as assessment, curriculum development, use of materials and equipment, and management of student behavior;
- Supervise maintenance of student records to assure that records are maintained in accordance with the law;
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Overall implementation, organization, promotion of current instructional methodologies of Special Education programs.
- School law administration and applicable sections of the State Education Code.
- Board and District policies; principles and practices of administration, supervision and training
- Community relations strategies, conflict resolution strategies and team building techniques.

- California Department of Education frameworks for Special Education and ESSA (Every Student Succeeds Act).
- Special Education assessment and Child Find laws.
- Development of an instructional program to meet the student's identified needs.
- Systematic referrals from teachers, parents, agencies, and appropriate professional persons.
- Laws and regulations related to special education and individuals with disabilities
- Curriculum, goals and objectives of the department.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Principles and practices of supervision and training. Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

ABILITY TO:

- Present information effectively and respond to questions from groups of managers, clients, customers, and the general public.
- Establish and maintain effective working relationships with staff, students, parents, and community members.
- Attend professional learning, conferences, meetings, and events related to visual and performing arts education, educational leadership, and emerging instructional practices.
- Train and help monitor the performance of support personnel.
- Expertise in the overall implementation, organization, promotion current instructional methodologies of Special Education programs;
- Maintains current knowledge of state and federal laws, regulations, frameworks, funding requirements, and best practices related to visual and performing arts education and ensures compliance within assigned areas of responsibility.
- Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques.

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Working in a cramped or restrictive work space
- Exposure to electrical power supply

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders

- Work at various elevated heights
- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds

JOB QUALIFICATIONS:

Education:

- Master's Degree required

Experience:

- Minimum of five years teaching experience, preferably in special education
- Minimum of three years experience in school administration, preferably in secondary education

Credential and Licenses

- Valid California Administrative Services
- Valid California teaching/certificated credential(s), special education (mild/moderate or moderate/severe) credential preferred.
- Valid California Driver's License