



Job Description

POSITION TITLE:	Program Manager I, Special Education Special Education	#6269
------------------------	---	--------------

SALARY PLACEMENT:	Management Salary Schedule Range 8
--------------------------	---

SUMMARY OF POSITION:

Under the general direction of the Special Education Director, independently perform a variety of technical record keeping duties in the preparation, modification, updating and maintenance of a variety of records and files for the Special Education Department. Manages CALPADS requirements in accordance with the California Department of Education (CDE), special education data systems, student information systems, and statewide assessment systems. Provide assistance to users in identifying requirements and resolving data related needs and problems. The position is responsible for providing management and technical expertise in the area of systems operation, maintenance, security, reporting, data analysis, school record keeping. Coordinate various compliance reports and/or trainings for the Special Education Department. Monitor, process and prepare state and federal reports. Establish procedures and assist in all aspects for the Special Education Department. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility. Lead, supervise, and evaluate support staff.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts/Science Degree. Comparable combination of experience, education, and training in information technology or related fields may be considered. Experience in maintaining individual-level data including student demographics, special education data, and other data for state and federal reporting. Experience in working for a school district or county office in the areas of special education data systems, statewide assessment systems, and nutrition programs.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Three years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in a school setting. Experience with student information systems and special education data systems used in California Educational Agencies. Two years of varied and progressively responsible experience involving student services in the areas of special education data systems, statewide assessment systems, and nutrition programs.

CREDENTIALS AND/OR KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- operate a computer
- manage support staff workloads
- lead, supervise, and evaluate staff
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out the policies and procedures
- be flexible based on program needs
- manage data for special education data systems and student information systems

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Check and verify student data for accuracy and completion
14. Maintain up to date knowledge of special education data system & Student Information system requirements for the purpose of maximizing service.
15. Assist in coordinating the planning, implementation and maintenance of computerized student information, including State Mandated Tests in the statewide assessment system (TOMS), student information system (PROMIS/Synergy), special education data system (SEIS), CALPADS, and other assigned systems at all school sites; and provide related technical assistance to staff.
16. Liaison to local educational agencies, such as the districts served by the Special Education Department, California Department of Education, as well as other outside agencies and associations
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard office environment; to work outside of normal workdays and office hours to meet deadlines; and come in direct contact with SJCOE staff, district office staff, and the public.