



SJCOE
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Job Description

POSITION TITLE:	Program Manager III Autism Specialist Special Education Student Programs and Services	#6003
SALARY PLACEMENT:	Management Salary Schedule Range 10	

SUMMARY OF POSITION:

Under direction of Special Education Programs administrator will act as a consultant to staff and students in special day classes for students with autism; participate as a member of the educational team to design and supervise implementation of classroom programs for students with autism using discrete trial methodology; act as “teacher of record” for individual in-home programs; provide training to classroom staff and support personnel; support students through transition into new education placements; maintain appropriate documentation, records and reports. Does other related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor’s Degree or demonstrate equivalent experience. Previous experience in program evaluation and data collection. Previous work experience in providing educational programs to students with autism using discrete trial methodology.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with educational agencies, school districts, colleges, and the community. Possess a California Teaching Credential-Special Education, Pupil Personnel Services or related. Possess a Master’s Degree from an accredited college or university in special education, applied behavior analysis or related field. Knowledge of Positive Behavior Intervention Guidelines, functional analysis procedures. Knowledge and experience of currently accepted educational methodology for students with autism. Previous work experience providing staff development training to classroom personnel.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Possession of appropriate California Teaching Credential or California Pupil Personnel Services Credential. Knowledge of current methods and techniques of applied behavior analysis, discrete trial training; ability to communicate effectively verbally and in writing with students, staff, parents and agency personnel; analyze student performance, design appropriate individual behavior programs, and monitor student progress; coordinate work of instructional assistants, support personnel; work effectively as a team member.

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, 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. Provide staff development training for classroom instructional assistants and support personnel in discrete trial methodology.
14. Act as “teacher of record” for all in-home discrete trial programs for students with autism.
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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