

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, 504/Home Hospital Instruction	REPORTS TO:	Assistant Superintendent, State and Federal Programs
DEPARTMENT:	School Support Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Coordinator, 504)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); provide leadership in the development and implementation of individual accommodation plans for students who qualify for support as defined by Section 504 of the Rehabilitation Act in support of student learning at grade level and beyond; seek to eliminate and/or improve variables that prevent or interfere with students' learning in the general education setting; ensure access to instructional programs for students who require to be educated in residential or hospital settings in order to assist students to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide initial and ongoing staff development to District employees on 504 and Individuals with Disabilities Education Act (IDEA) issues, laws, procedures, and processes to ensure understanding of programs. **E**

Act as a liaison with community advocates as a means of increasing student inclusion and strengthening and enhancing resources available to youth in the general education setting in order to provide students access to high quality learning options to achieve their personal best. **E**

Design and coordinate ongoing staff development activities for all District sites to enhance each site's ability to comply with 504 and IDEA requirements in general education setting; ensure 504 regulations are aligned with District policy related to suspension and expulsion to support students in demonstrating the character for workplace success. **E**

Participate in the development of goals and objectives as well as policies and procedures in support of educating students at a high level and achieving their personal best; make recommendations for changes and improvements; implement approved policies and procedures and monitor work activities to ensure compliance with in established guidelines. **E**

Design and maintain legal documentation of compliance with 504 regulations for audit purposes, including maintenance of data base to track identified students under 504; continue to improve procedures for monitoring compliance. **E**

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. **E**

Assist with the student study team process to develop accommodation plans for learners at various sites including schools, personal residences and medical facilities to create an environment crucial to student learning; refine the district-wide student study team process in accordance with cycle of continuous improvement. **E**

Articulate with outside agencies as a means of leveraging interagency resources to support the educational needs of students to perform at a high level. **E**

Recruit teachers to provide educational support in residential or medical facilities; coordinate with teachers and ancillary staff in designing academic and behavioral intervention plans for individual students to support students to stay in school on target to graduate; supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. **E**

Support designated site personnel in both regular and special education settings, increasing the inclusion of special education students to assist them in achieving their personal best. **E**

Maintain and communicate data related to compliance and student academic achievement to ensure accuracy in reporting. **E**

Serve as a consultant and resource to the families and students meeting 504 and/or home/hospital instruction guidelines. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in area of specialty and three years increasingly responsible supervisory and management experience including experience in special education, school psychology, social services or child advocacy.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Pupil Personnel Services Credential and/or California Administrative Services Credential; extensive knowledge of legislation and case law relating to Section 504, home/hospital instruction and the IDEA.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of assigned area.
- IDEA, home/hospital and 504 compliance issues.
- Legal and program implications for schools when working with 504, home/hospital and IDEA.
- Behavioral intervention methods.
- Program planning and implementation.
- Staff development presentation techniques.
- Community resources to enhance options available to youth.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Analytical and problem solving abilities.
- Oral and written communication skills.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Communicate, understand and follow both oral and written directions.
- Mediate and resolve conflicts as they arise over the development and implementation of 504 plans.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and time lines.
- Make presentations and deliver in-services in area of specialty.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Learn new or updated computer systems and programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary hearing and speaking to exchange information and make presentations; seeing to observe behavior of students and to read and interpret complex documentation; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions

ManagerII,504HomeHospitalInst.my