

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager II, Infant/Preschool	REPORTS TO:	Assistant Superintendent, Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Coordinator, Infant/Preschool)

BASIC FUNCTIONS:

Accountable for improving student achievement for younger children within Fresno Unified School District programs; facilitate the development, enhancement and improvement of infant/preschool curriculum and instructional programs to provide students access to high quality learning options to stay in school on target to graduate; perform a variety of complex duties as assigned by the Assistant Superintendent to improve student achievement and coordinate services.

REPRESENTATIVE DUTIES: (Incumbents 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.)

Plan programs, supervise, coordinate resources, and assist in evaluating the effectiveness of programs for infants and toddlers and their families to expand practices proven to raise student achievement. *E*

Coordinate services and activities for children and families of infants within the SELPA in support of students learning at grade level and beyond. *E*

Supervise and coordinate infant and preschool assessment; develop and monitor Individualized Family Service Plans for infants and toddlers under three (3) years of age create and monitor process for infant and preschool state testing for all children under the age of 5-years-old with IEPs to ensure students are learning at grade level and appropriately placed in classrooms. *E*

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

Work collaboratively with the Manager of Early Childhood Education to develop effective instructional programs to meet the unique needs of individual students. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning; consult with, teachers, special education assistants and members of a multi-disciplinary team to resolve issues and conflicts and exchange information. *E*

Coordinate early intervention special education services with district administrators and agency administrators to provide students and staff access to a variety of high quality educational and learning options in support of student staying in school on target to graduate; collaborate with outside agencies in coordination of services to young children and their families. *E*

Assist in the timely articulation of early childhood programs between the infant program and preschool programs. *E*

Manage infant and preschool budgets, monitors and authorizes expenditures in accordance with established guidelines to ensure the financial viability of the District. *E*

Provide coordination, consultation, and program development activities involving referrals assessment, family support services, programming and transition. *E*

Assist in planning, implementation and participate in staff development and innovation of special methods and approaches for working with young children with special needs and their families. *E*

Serve as a resource in the identification, selection and, monitoring of the implementation of curriculum and best practices and assessment in early intervention with infants, toddlers and their families; provide liaison services between regular and special education programs. *E*

Collect, prepare and analyze data relative to program area; make timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Ensure student enrollment in appropriate special education programs and services; assure the implementation of goals and objectives; assure compliance to applicable federal, State, and local laws, rules and regulations; review student files. *E*

Provide in-service training for families of special education students; troubleshoot, problem solves, mediate and assist school site administrators, families and other support staff. *E*

Facilitate visits and explain programs and inclusion to the families of special education students to ensure understanding of programs. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree and three years experience providing direct services to students with special needs including one year experience in a special education environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; California credential authorizing teaching or services in special education; valid Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of special education programs and activities.
- Legal mandates, proceedings and due process related to school special education guidelines.
- Operation of a computer to enter data, maintain records and generate reports..
- Research methods and report writing techniques.
- Labor Relations law and employee contracts.
- Interpersonal skills using tact, patience, and courtesy.
- Curriculum, goals and objectives of the department.
- Oral and written communication skills.
- Principles and practices of management.
- Current applicable laws, codes, regulations, policies and procedures.
- Accurate budget preparation and control.
- Staff development presentation techniques.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer the special education programs and activities of the District.
- Coordinate and perform highly complex, advanced-level duties.

Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
Research, analyze, compile, and verify data, and prepare reports.
Assemble confidential and sensitive information, make presentations and deliver in-services in area of Specialty.
Work collaboratively and build positive relationships with *a diverse range of* stakeholders.
Represent the District at legal proceedings.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
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 and many interruptions.
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.
Work in a team environment.
Design and implement a wide variety of professional learning opportunities
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 school site environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; hearing and speaking to exchange information and make presentations; seeing to monitor programs and activities; 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