

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Regional Instructional	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: Regional Instructional Specialist)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on Special Education Students; perform a variety of complex duties as assigned by the Assistant Superintendent to improve student achievement and coordinate services to provide students access to high quality learning options to stay in school on target to graduate; work collaboratively with the Divisions of Curriculum & Instruction and School Support Services to develop effective instructional programs to meet the unique needs of individual students and expand practices proven to raise student achievement; provide staff development regarding Special Education programs; supervise and evaluate the performance of assigned personnel and provide constructive feedback to improve staff effectiveness.

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.)

Accountable for improving student achievement for all students in special education; plan, organize and coordinate the development and enhancement of assigned special education activities and functions to expand practices proven to raise student achievement. *E*

Work collaboratively with the Divisions of Curriculum & Instruction and School Support Services to develop effective instructional programs to meet the unique needs of individual students and Program Improvement schools in support of providing students access to high quality learning options to stay in school to achieve their personal best. *E*

Meet with District leaders, principals, families, teachers, other agencies and other personnel or groups to coordinate school improvement efforts, resolve issues and conflicts, share resources and ensure consistent implementation of effective practices District-wide; evaluate and enhance programs to align to District standards to improve student learning. *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 applicable federal, State, and local laws, rules and regulations. *E*

Collect and prepare school improvement and achievement data and reports; work with site leadership to interpret and analyze data relative to program area; make timely recommendations for programmatic changes to provide students a variety of educational opportunities to learn at grade level and beyond; submit reports to the District and State departments as required. *E*

Monitor classroom instruction as required for school improvement with site administrators. *E*

Coordinate, prepare and conduct in-service training to families of special education students and site staff to ensure understanding of programs provided; provide information, educate and advise school site staff on

trends and legal issues; plan programs and coordinate curricular resources and staff development in support of professional learning; develop innovation of special methods and approaches to educate students at a high level; organize and conduct meetings; serve on intra-District and State committees. *E*

Provide assistance with curriculum and behavior management; consult with and advise teachers, psychologists, and administrators regarding problem-solving techniques and other related concerns. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide constructive feedback to improve staff effectiveness; provide for training and development of employees in support of professional learning. *E*

Develop and monitor budgets for assigned programs to ensure the appropriate allocation of resources and financial viability of the District. *E*

Chair IEP meetings and pre-expulsionary hearings; schedule, review and discuss student progress; oversee differential assessment procedures. *E*

Coordinate and develop curriculum, testing procedures and class lists; ensure student enrollment in appropriate special education programs and services to assist students to stay in school on target to graduate. *E*

Facilitate visits and explain programs and inclusion to the families of special education students; provide liaison services between regular and special education programs. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and four 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 credential authorizing teaching or service in special education and/or Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of management.
- Legal mandates 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.
- Current applicable laws, codes, regulations, policies and procedures.
- Legal proceedings and due process.
- Accurate budget preparation and control.
- 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.
- Research, analyze, compile, and verify data, and prepare comprehensive narrative and statistical reports.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

- Assemble confidential and sensitive information.
- 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.
- Supervise and evaluate the performance of assigned staff.
- Work in a team environment.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work.
- Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
- 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; contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

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