

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Special Education	REPORTS TO:	Director, SELPA
DEPARTMENT:	Special Education	CLASSIFICATION:	Management; Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement with special attention on English Learners and Special Education students through effective management of assigned areas; coordinate, plan, manage and monitor assigned functions or programs relating to due process and mediation services for families of special need children in support of educating students at a high level; ensure compliance with applicable federal, State and local laws, rules and regulations; supervise, provide clear work direction and evaluate the performance of assigned staff to provide timely delivery of high quality services.

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.)

Coordinate, plan, manage and monitor assigned functions or programs relating to due process and mediation services for families of special need children in support of educating students at a high level; provide technical assistance regarding compliance issues and corrective action recommendations for state offices and the Office of Civil Rights; monitor program processes and communication between district staff and other agencies. *E*

Receive and respond to complaints related to special education programs issues in a timely manner to meet the needs of the students and families; investigate and discuss complaints with and act as department liaison to district staff, public agencies and families. *E*

Ensure maintenance of confidential and accurate records related to due process, hearings and mediations; prepare a variety of reports and statistical data; prepare and submit district's response to the appropriate public agency in accordance with established procedures and timelines. *E*

Perform student services activities involving special education students in areas of attendance, transfers, suspension and expulsion procedures, and other related areas. *E*

Prepare, gather, compile, 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*

Represent the district in special education legal proceedings before state hearing and mediation officers, Office of Civil Rights, and State Department of Education; collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; counsel and provide recommendations as necessary. *E*

Read and review legal updates, existing legislation related to special education, Board policy revisions, Board and cabinet minutes and other communications to maintain current knowledge of rules, regulations requirements and restrictions related to area assigned; research and disseminate information regarding new and existing legislation pertaining to special education laws, regulations and funding. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families and community; assist in the implementation and interpretation, write and review procedures and policies regarding special education programs. *E*

Participate in workshops and training to maintain current knowledge of regulations and requirements and best practices to ensure compliance. *E*

Participate in the employment process for open positions; interview, select, recommend transfer, reassignment, termination, and disciplinary actions in assigned areas. *E*

Conduct orientations and provide specialized training sessions related to assigned areas; attend and facilitate a variety of meetings as assigned. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible supervisory and/or management or related experience in area of specialty consisting of two years of full-time, progressively responsible, special education due process experience including research of legal issues and presentation of cases in due process matters; Administrative Services Credential and Teaching Credential preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of business functions of a department.
- State and federal special education mandates and processes.
- Computer hardware systems, mainframes, software applications, and languages utilized by the District.
- Accurate budget preparation and control.
- Analytical and problem solving abilities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer business functions of the District.
- Operate computers and peripheral equipment properly and efficiently.
- Exercise skill in research procedures and report preparation.
- Work independently and effectively with minimum direction.
- Analyze and prepare comprehensive narrative and statistical reports.
- Set clear, realistic, time-bound, and measurable objectives and goals.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Effectively establish and maintain cooperative and collaborative working relationships with a diverse range of people.
- Communicate, understand, and follow both oral and written directions effectively.
- Plan and organize work to meet schedules and time lines.
- Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.

Supervise and evaluate staff performance and support performance improvements throughout the organization.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Manage change and design an effective system of reporting progress and monitoring results.

Focus and appropriately allocate resources toward identified goals.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Assist in sustaining and monitoring the financial viability of the district.

Analyze situations accurately and timely, and adopt or recommend effective courses of action.

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 environment; driving a vehicle to conduct work; contact with dissatisfied individuals; constant interruption; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipments; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; 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 and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions