

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager III, Special Education Programs & Services	REPORTS TO:	Assistant Superintendent, Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

(Former Classification: Manager, Special Education Programs & Services)

BASIC FUNCTIONS:

Accountable for improving student achievement for Special Education Students and the effective management of an assigned area; plan, organize, control, and direct the special education programs of the district to provide students and families a variety of high quality learning options to ensure that each child obtains maximum benefit from the educational programs; work collaboratively with the Divisions of Curriculum and Instruction and School Support Services to develop effective instructional programs to meet the unique needs of individual students; supervise and evaluate the performance of assigned personnel and provide clear 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.)

Plan, organize, manage, and direct the special education programs of the district to provide timely delivery of high quality services to students, families, sites and the community in support of students learning at grade level and beyond; accountable for improving student achievement for special education students. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning; oversee and provide leadership to Regional Instructional Specialists. *E*

Collaborate and work with the Division of Curriculum & Instruction and School Support Services to develop effective instructional programs to meet the unique needs of individual students in support of students staying in school on target to graduate. *E*

Co-develop and coordinate the training of principals and teachers on how to modify curriculum and develop the most effective learning environment for each student based on unique learning needs. *E*

Collaborate and communicate with leaders, district departments, school sites, intra-District and County committees, outside districts and agencies and other personnel to coordinate activities and services, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Provide leadership, technical expertise, and serve as a resource to the District, community and other committees including staff development regarding assigned functions; compile information, formulate and develop policies, procedures, needs and objectives; provide training on legal compliance. *E*

Collect, prepare, analyze and maintain a variety of narrative and statistical reports and 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*

Ensure compliance to applicable federal, State, and local laws, rules and regulations. *E*

Represent the district in special education legal proceedings; investigate complaints, and report findings and recommendations as appropriate. *E*

Supervise and coordinate school programs for special education students; work with Human Resources, Facilities and Transportation to arrange locations, transportation services, and perform related activities to set up programs. *E*

Participate in the development of goals and objectives for assigned area(s) 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*

Assist the Assistant Superintendent of Special Education in the development and preparation of the annual budget for assigned activities to ensure proper allocation of resources to meet the needs of students, staff and sites; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; initiate requisitions for positions funded by special education. *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 credential authorizing teaching or service in special education; valid Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of special education programs and activities.
- Management principles and practices including organization, supervision and training.
- Legal mandates related to school special education guidelines.
- Operation of a computer 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.
- 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 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 direction effectively.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction and many interruptions.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Work in a team environment.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Make presentations and deliver in-services in area of specialty.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to site leaders, District leaders, and staff related to assigned duties 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; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; 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