

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Manager, Special Education

I. PRIMARY FUNCTION

Under the direction of the Director, Special Education, the Manager of Special Education will be responsible for the planning and coordinating of the instructional programs and the administrative management of the various elements of the Comprehensive Plan for Special Education.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Students:

1. Provides leadership in developing and evaluating administrative policies and instructional programs for students with exceptional needs.
2. Coordinates and implements district procedures for determining eligibility of students for special education programs according to State Education Code and Title V regulations as well as Federal guidelines in the following manner:
 - a) Assigns eligible students to appropriate classes or itinerant teachers.
 - b) Keeps records of class lists, attendance, student progress, and student evaluations.
 - c) Monitors and facilitates referrals to other agencies, when indicated.

B. Parents:

1. Disseminates information concerning the Comprehensive Plan and appropriate Federal legislation to parents.
2. Assists district and school personnel in planning parent education activities appropriate to the Comprehensive Plan.
3. Directly responsible for the due process and placement appeals procedures at the Educational Assessment Service.
4. Assists in the implementation of the due process procedures at the School Appraisal Team level as required by Federal and State legislation.
5. Participates, as appropriate, in individual and/or parent meetings regarding exceptional children.
6. Holds meetings of parent advisory committees for development and revision of program goals and evaluation.
7. Communicates with parents to keep them informed of class placement, child's progress, and need for support services.

C. Staff:

1. Establishes and monitors appropriate inservice training experiences for staff.
2. Schedules and assists in evaluating district level Special Education personnel.
3. Works cooperatively with site level administrators in evaluation of field based special education personnel.
4. Disseminates information concerning the Comprehensive Plan and appropriate Federal legislation to staff.
5. Works cooperatively with site-level administrators in establishing systematic planning and management procedures relating to the Comprehensive Plan.
6. Assists in interviewing, and recommending for employment applicants for teaching in special education.
7. Provides inservice training opportunities for all certificated employees in special education.
8. Disseminates information concerning Special Education and appropriate Federal/State legislation.

D. School/District:

1. Assists in preparing and reviewing required State and Federal reports and application.
2. Assists in preparing annual budget for special education for submission to the Assistant Administrator for Special Education.
3. Consults with and provides liaison, as appropriate, to representative of the County, State Department of Education, and public and private agencies.
4. Supervises the evaluation of programs related to the Comprehensive Plan.
5. Assists in obtaining appropriate physical facilities for Special Education programs.
6. Assists in interviewing applicants for Special Education positions.
7. Participates as an ex-officio member of the Community Advisory Committee.

III. OTHER DUTIES AND RESPONSIBILITIES

Performs such special duties as may be assigned by the Director of Special Education.

IV. SUPERVISOR

Director of Special Education

V. MINIMUM QUALIFICATIONS

- A. Credential
 - 1. Appropriate California Administrative Credential
 - 2. Special Education, Pupil Personnel or School Psychologist Credential is desirable
- B. Education
 - 1. Master's Degree in Educational Administration, Supervision, Pupil Personnel or Special Education
 - 2. Course work in diagnostic and prescriptive education and special education
- C. Experience
 - 1. Two years of successful administration or supervision experience
 - 2. Two years experience in working with exceptional children as a teacher, coordinator, or psychologist
 - 3. Some involvement with State Master Plan and IDEA
- D. Personal Qualities
 - 1. Ability to relate effectively with others
 - 2. Ability to organize
 - 3. Ability to communicate effectively in oral and written form
 - 4. Empathy for handicapped students

VI. TERMS OF EMPLOYMENT

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| Salary Placement | Appropriate level and step of the Administrative Salary Schedule |
| Work Year | 221 days |
| Evaluation | Performance evaluation will be in accordance with the provisions of the Administrators Evaluation Process. |