



Leadership • Collaboration • Support

JOB TITLE: Program Administrator, Special Education

Administrative A Salary Schedule, Range 10

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the educational leader and administrator of the programs to which assigned. Provides leadership in areas of curriculum, supervision, evaluation, and administration. Establishes procedures providing for the health, safety, discipline, and conduct of the students by insuring a clean, neat, and effective use of the educational facilities. Monitors the expenditures of the designated programs wisely. Carries out a program of community relations following the Superintendent's policies, and performs related duties as assigned. Assigns, supervises, and coordinates a variety of certificated and classified employees.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of five (5) years of certificated experience in public or private elementary or secondary schools.
- A California administrative services credential, which may include an administrative services waiver or intern document.
- Demonstrated knowledge of the Individualized Education Plan (IEP) process and strong knowledge of special education law.

ESSENTIAL DUTIES

- Provides leadership to staff in determining objectives and identifying student program needs, as the basis for developing long- and short-range plans for the program of assignment and developing long- and short-range instructional objectives for each student within the assigned program.
- Interprets and implements the County Office approved curriculum programs in light of individual student and program needs.
- Enlists the assistance of school resource personnel for the improvement of programs.
- Establishes effective clear lines of responsibility within the programs with the necessary delegation of authority.

- Identifies, provides, and coordinates in-service growth opportunities for certificated, paraprofessional, and classified personnel within the school, soliciting the help of the director when necessary.
- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment.
- Recommends appropriate action in cases of substandard performance and identifies and encourages individual employees with leadership potential.
- Serves as the administrative designee at Individualized Education Program (IEP) meetings.
- Assigns all students in such a way as to encourage optimum growth.
- With the staff, makes periodic appraisals of pupil progress.
- Develops program plans and organizational procedures for health, safety, discipline, and conduct of the students.
- Plans, coordinates, and evaluates teachers and classified personnel such as Paraeducators, Educational Interpreters, Occupational Therapists (OTs), Physical Therapists (PTs), and Behavior Specialists.
- Plans, supervises, and directs the business operation of the program in accordance with County Office policies and procedures.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school grounds, and building facilities.
- Carries out a program of community relations, as a means of interpreting and furthering school programs through professional and community organizations.
- Interprets and applies state, county, and school district laws, regulations, policies, and procedures at the school site.
- Serves as the educational leader for a variety of programs. Responsible for direction of the instructional program, and participation in staff and student activities and community leadership.
- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education.

MARGINAL DUTIES

- Performs other duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision. Directly responsible to the Executive Director.

SUPERVISION EXERCISED

Supervision of teachers, Educational Interpreters, Paraeducators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)