



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Specialized Curriculum and Educational Technology

Administrative Salary Schedule A, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Director of Special Education, the Program Manager of Specialized Curriculum Educational Technology coordinates and supports the implementation of county-approved special education curriculum and technology resources. Provides instructional leadership and coaching for classroom teams to ensure full implementation of curriculum to increase academic achievement for K-12+ students served in the county office special education programs.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

- A California Administrative Credential.
- Extensive knowledge, work experience, and demonstrated leadership, in the field of specialized curriculum for learners with extensive support needs.

Desired:

- A Master's degree in education or related field.
- Three years of instructional leadership, curriculum and instruction, professional development and/or instructional coaching.
- Experience providing professional development to teachers and administrators.

ESSENTIAL DUTIES

- Provides management, supervision, and budgetary input for the Assistive Technology department.

Special Education Curriculum, Instruction, and Program Development

- Assists special education personnel in identifying and implementing evidence-based instructional practices to improve student outcomes.
- Provides direct coaching and modeling when needed.

- Facilitates research-based staff development opportunities, including planning and coordinating special education staff meetings and professional learning communities.
- Provides technical expertise, information, and assistance, including data analysis for the purpose of compiling reports on qualitative and quantitative trend analysis of student achievement and other effective school indicators.
- Coordinates curriculum and instructional technology resources and evaluates the effectiveness of special education programs and technologies provided, as assigned.
- Supports teachers and other professional staff in developing evidence-based instructional strategies, curriculum modification, and adaptation for students with disabilities.
- Provides ongoing consultation and guidance to staff and administration on using new and innovative methods, strategies, and materials to promote student achievement.
- Observes the special education program through regular visits to school sites and classes.
- Supports administrators by assessing and responding to their special education program needs.

Assistive and Instructional Technology

- Coordinates with the Assistive Technology specialists in the development of departmental goals, objectives, policies, and procedures.
- Provides training on standard-based and adaptive technology resources to support students with diverse learning abilities.
- Keeps informed of current trends in emerging technologies and equipment that improve student communication and learning access.
- Serves as a resource to district personnel by consulting on instructional technology applications to increase learning access in inclusive classrooms.

Other

- Participates in administrative meetings, and other meetings as required and appropriate.
- Establishes and maintains clear communication and cooperative working relationship with all educational partners.
- Maintains professional competencies in areas of assigned responsibilities.
- Executes tasks in a time-efficient manner using effective management tools and open communication with all team members.
- Demonstrates flexibility to work independently with others in a wide variety of situations.

- Practices cultural competency while working collaboratively with diverse groups and individuals.
- Utilizes computer technologies such as Microsoft and Google programs.
- 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.

SUPERVISION EXERCISED

Provides supervision to staff assigned to educational technology and curriculum implementation, as assigned by Director of Special Education.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (25%) Sitting (60%)

Body Movement (Frequency):

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

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

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

Climbing Stairs (2) Climbing Ladders (1)