



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Manager, Special Education**

**Class Code: 1582  
Work Days: 215**

**GENERAL PURPOSE**

Manage, plan, assign, review, and participate in the work of staff responsible for coordinating and implementing services and activities for the Division of Special Education; coordinate interagency collaboration, serve as a resource and program developer; lead the development and implementation of the programs and services; and provide assistance to higher-level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff
2. Exercises direct supervision over management, professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate assigned operational activities for the Special Education Division.
  3. Foster working relationships between divisions, districts, outside agencies, caregivers, families, and the Department to ensure implementation of programs and services.
  4. Organize and facilitate strategies and practices to improve academic achievement for students.
  5. Provide direction for reports concerning new or ongoing programs and program effectiveness; approve and facilitate reports as required.
  6. Develop and administer the budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
  7. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
  8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  9. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

10. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties and ensure that required information and reports are provided to grant funders and collaborative agency partners as needed.
11. Provide leadership in the interpretation and application of policies, procedures, and regulations; and communicate the information as appropriate.
12. Represent the Department and the Special Education Division at meetings and conferences.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Theories, principles, practices, and application of education services that address the needs of special education students.
4. Pertinent federal, state, and local laws, codes, and safety measures.
5. Procedures, methods, and techniques of budget control.
6. Recent developments, current literature, and sources of information related to special education services, planning, and administration.
7. Modern principles and practices of program development and implementation.

### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, professional, technical employees, and/or clerical personnel; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Manage, facilitate, and implement education programs suited to the needs of special education students.
4. Plan, implement, and facilitate activities and procedures designed to ensure the successful completion of projects.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.

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**Ability and Skill to (cont.):**

9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education or a related field and four years of increasingly responsible experience in programs and services including two years of experience with special education.

**Licenses; Certificates; Special Requirements:**

A valid California Teacher or PPS Credential.

A valid California Administrative Credential.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with moderate to high pressure.

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