



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

Program Administrator, Special Education

**Class Code: 1241
Work Days: 220**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate special education activities within the Special Education Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance as required.

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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Manage, supervise, plan, and coordinate Special Education services and activities.
 3. Plan, manage, and coordinate staff development for professional, teaching, and support staff for district and county programs.
 4. Participate in the development and implementation of goals, objectives, policies, and priorities; identify resource needs; recommend and implement policies and procedures.
 5. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
 6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 7. Evaluate program and student needs to determine appropriate placement of ancillary personnel.
 8. Coordinate and review work plans; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Participate in the development and administration of the program budget; forecast additional funds needed for staffing, technology, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
10. Provide staff assistance as directed; prepare and present staff reports and other necessary correspondence.
11. Coordinate, monitor and maintain the Medi-Cal Billing Option program.
12. Coordinate and monitor Special Education Information System (SEIS), CA Special Ed Management Information System (CASEMIS), and California Longitudinal Pupil Achievement Data System (CALPADS).
13. Complete required state and federal compliance reports.
14. Advise parents, community groups, agencies, and district administrative staff on due process rights and problem resolutions.
15. Oversee student casework required for admission and discharge, student welfare, and agency coordination.
16. Participate in the development of new programs when needs are identified by school districts.
17. Provide liaison on special education issues to the state, county, North Orange County SELPA, and local school districts.
18. Attend and participate in professional group meetings including statewide assessments, English Language Learners, and professional development; stay abreast of new trends and innovations in the field of special education.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of a special education program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Professional and ethical standards for support personnel including Nurses, Speech and Language Pathologists, Adapted PE Specialists, Physical and Occupational Therapists, Assistive Technology Specialists, Vocational Educational Consultants, Vision and Mobility Specialists, and Psychologists.
5. Modern and complex principles and practices of curriculum and instructional strategy trends in special education.
6. Methods and approaches to planning instructional programs and services, according to identified needs and requirements of assigned special education program.
7. Special education programs operated in the State of California.

Knowledge of (cont.):

8. Special education funding model and related issues; special education law.
9. Evaluation and assessment techniques used in determining proper teaching and instructional methods within special education.
10. Principles of budget preparation and control; grant writing and/or other revenue generating resources.
11. Principles of supervision, training, and performance evaluation.
12. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Office of Education.
13. Pertinent federal, state, and local laws, codes, and regulations relevant to special education.

Ability and Skill to:

1. Manage and coordinate the work of management, professional, technical, and clerical personnel; select, supervise, train, and evaluate staff.
2. Manage, supervise, plan, and coordinate Special Education school sites, programs, and services.
3. Interpret and explain special education policies and procedures.
4. Develop and implement special education funding strategies.
5. Provide timely staff consultation in OCDE special education legal matters; facilitate litigated IEP meetings; train staff in current legal issues.
6. Represent OCDE Special Education Services in alternative dispute resolution, mediations, and due process hearings.
7. Provide collaborative leadership in high conflict situations.
8. Establish and maintain effective working relationships with various constituencies.
9. Interpret and explain laws, codes, contracts, policies, and procedures.
10. Develop and present training materials.
11. Prepare clear and concise correspondence, reports, and other written materials.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. 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 Master's degree from an accredited college or university with major course work in education, including training in special education and five years of educational experience in the field of special education including two years of administrative and supervisory experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing service in a public school program.

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.

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 high pressure.

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