

JOB DESCRIPTION
March 2024

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM MANAGER, STUDENT SERVICES

General Purpose:

The Program Manager, Student Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Program Manager, Student Services works directly with assigned instructional and support staff to implement programs and services for students with disabilities. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supervises and evaluates assigned personnel.
- Assists in administrative functions for the purpose of supporting services affecting the operating functions of Placer County Office of Education (PCOE) as well as the educational programs of students.
- Assists in the development of local, state and federal projects for the purpose of enhancing programs for students.
- Assists with personnel functions (e.g., recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel.
- Supports college internship and student teaching as required.
- Facilitates meetings and processes (e.g., Individualized Education Plan (IEP), program planning meetings, 504 and SST meetings, staff and team meetings, etc.) for the purpose of implementing and maintaining programs and services, which achieve the county office's desired objectives.
- Assigns and monitors staff caseload assignments for the referral, assessment and program instruction process.
- Supervises implementing assigned programs and/or projects, including the use of approved curriculum and assessment tools.
- Assists in the development and delivery of Professional Development.
- Ensures accountability, legal compliance and the use of best practices for programs, services and staff under his/her direction and supervision.
- Assists students, staff, and parents with questions and concerns.
- Assists in implementing Positive Behavior Interventions and Supports (PBIS) across student programs.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

PROGRAM MANAGER, STUDENT SERVICES/PAGE 2

Education:

- A Master's degree in a job-related area is preferred.

Experience:

- Job-related experience within a specialized field is required.
- A minimum of five years of successful teaching experience within a specialized field is required.

Knowledge, Skills and Abilities:

- Knowledge of current education, special education programs and regulations.
- General knowledge of all disabilities.
- Knowledge of special education service needs for students with disabilities.
- Knowledge of current state and federal special education laws and regulations.
- Knowledge of current best practices in service delivery, curriculum, ethics, parent's rights and responsibilities, state standards, and accountability procedures.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills necessary to interpret data and utilize pertinent software.
- Skills necessary to collaborate with other agencies.
- Ability to routinely gather, collate, and/or classify data.
- Ability to use basic job-related equipment using standard methods of operation.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to analyze data utilizing various processes, some of which may be undefined.
- Ability to problem solve, analyze issues, and reach solutions.
- Knowledge of current policies and procedures.
- Ability to follow and implement policies and procedures.
- Ability to function as a positive, contributing member of an educational team.
- Ability to supervise, train and evaluate staff.
- Ability to motivate and support staff in the delivery of services following best practices.
- Ability to work collaboratively as a member of a team.
- Strong coaching abilities.
- Competency in use of platforms such as Office 365 and Outlook.
- Organized and self-starting.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess one of the following: Pupil Personnel Services Credential, Educational Specialist Credential or Clinical Rehabilitative Services Credential.

PROGRAM MANAGER, STUDENT SERVICES/PAGE 3

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering, and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 13

Reviewed and Approved:

Superintendent: _____

Date: 3/19/24

Human Resources: _____

Date: 3/19/2024