

**Job Summary:**

The job of Program Manager II - Preschool is done for the purpose/s of organizing and directing the development and implementation of IEP's for preschool students; ensuring that educational opportunities for identified students are met; coordinating procedures for student identification and assessment, procedural safeguards, preschool personnel development and training, preschool curriculum development, technical assistance, family/parent education and program effectiveness; providing educational resources to preschool staff; and assisting with interagency agreements. The job is also done for the purpose of planning, organizing and coordinating the activities of student information systems countywide; supervising the maintenance of database software and documentation; providing and supervising training and technical support to SELPA, county office and school district employees regarding the Management Information Systems (MIS) and other student database applications; and providing student data and information to the Tulare County Office of Education and districts within the county.

**Essential Functions:**

- ▶ Communicates with parents, teachers, providers and other specialists for the purpose of providing optimal intervention/instructional strategies and generalization across environments.
- ▶ Consults with the IEP team for the purpose of monitoring programmatic development.
- ▶ Coordinates the assessment and reporting process for special education preschool students for the purpose of meeting state and federal requirements.
- ▶ Coordinates with Bright Start for the purpose of ensuring an effective and efficient transition to Headstart and other preschool programs.
- ▶ Facilitates the acquisition and use of instructional materials, resources, and equipment including assistive technology for the purpose of instructing students.
- ▶ Monitors preschool IEP's for the purpose of ensuring quality assurance and adhering to local guidelines.
- ▶ Monitors staff assigned to preschool children with exceptional needs for the purpose of implementing the IEP's.
- ▶ Provides case management of assigned IEP's for the purpose of evaluating the child's progress and ensuring intervention effectiveness.
- ▶ Provides consultation, instructional and behavioral support for the purpose of addressing the needs of preschool children with moderate to severe disabilities.
- ▶ Provides information and leadership to preschool staff for the purpose of ensuring compliance with special education laws and regulations.
- ▶ Provides research-based best practices strategies for the purpose of curricular development for preschool children with special needs.
- ▶ Provides training to parents and care givers for the purpose of teaching intervention and/or methods that support children learning in the home environment.
- ▶ Provides training to preschool staff for the purpose of teaching specific intervention program or methods to meet the child's needs.
- ▶ Develops MIS policies for the purpose of maintaining a structured database system to ensure that all districts are submitting uniform data in an accurate manner.
- ▶ Supervises/Assists with the preparation of data for the purpose of developing special reports using student database applications and other technical data and disseminating these reports to provide district/TCOE staff with student data statistics as requested and on a monthly basis.
- ▶ Calculates/Compares information from several database/spreadsheet systems for the purpose of evaluating Annual Performance Measures and ensures the data entered in the student database application matches the provision of services to students.
- ▶ Develops SELPA forms for the purpose of meeting state special education requirements.
- ▶ Develops/Presents workshops/seminars for SELPA, county office and school district personnel for the purpose of implementing student databases and completing special education forms.
- ▶ Participates in and attends state-wide conferences, in-services, committees and local SELPA directors of special education meetings as needed for the purpose of keeping staff and directors informed of current state and federal requirements for California Special Education Management Information System (CASEMIS) data collection.
- ▶ Supervises the verification, correction, and submission of special education student data for the purpose of reporting to the state, including but not limited to the CASEMIS reports, Personnel Data report, and Annual Service Plan.
- ▶ Writes, or supervises the writing of, manuals and guidelines for the purpose of informing district/SELPA staff of policies and procedures.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - deliver presentations using a variety of media technology;
  - train parents to address their child's disability needs;
  - train administrators, teachers, and other professionals in the use and application of learning methodology;
  - utilize best practices inclusion methodology;
  - utilize best practices and methods for addressing the individual educational needs of preschool students with disabilities;
  - provide consultation to other specialists in the management of students' educational program;
  - provide instruction on the use of computer software and requirements of state student information requirements;
  - research new technology for appropriateness to MIS applications;
  - supervise others;
  - evaluate Annual Performance Measures for the school districts and TCOE special education programs;
  - perform cross-transferring of information from various database/spreadsheet types to analyze data before submission to the state;
  - design and create SELPA forms on the Internet and hard copy;
  - initiate policies regarding MIS;
  - establish and maintain cooperative working relations with others;
  - meet schedules and time lines;
  - adapt to periodic heavy work load;
- ▶ **Knowledge of:**
  - policies and procedures of Special Services division;
  - laws and regulations with regards to special education;
  - writing and implementing IEP's;
  - research-based, best instructional practices and behavior management strategies for preschool children;
  - principles of organization and management skills;
  - computers and their operation;
  - state requirements for student information systems including codes and software, special education terminology and program options/variables;
  - operation and function of computer programs including spreadsheets, desktop publishing and computer graphics;
  - techniques in research, evaluation and guidelines of Student Information Systems;
  - inter-agency relationships and effective methods of special education program information coordination;
- ▶ **Ability to:**
  - communicate effectively, both verbally, and in writing, with parents and other professionals;
  - establish priorities and meet deadlines;
  - apply methods and procedures for effective case management;
  - prepare state reports;
  - attend state and local SELPA/DOSE meetings as needed;
  - make presentations regarding student information systems and state reporting requirements;
  - initiate policies regarding MIS;
  - research new technology for appropriateness to MIS applications.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

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, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking and 35% standing. The job is performed under minimal temperature variations.

**Experience Required:**

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Job-related experience utilizing computer databases for student information analysis and reporting.

**Education Required:**

- ▶ Bachelor's degree in job-related area.
- ▶ Master of Special Education is desired.

**Certificates, Licenses, Clearance, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.
- ▶ Mild to Moderate Credential or Moderate to Severe Credential or the equivalent.
- ▶ Administrative Services Credential or enrolled in a program to obtain an Administrative Services Credential.
- ▶ Bilingual is desired.

**FLSA Status: Exempt**

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.