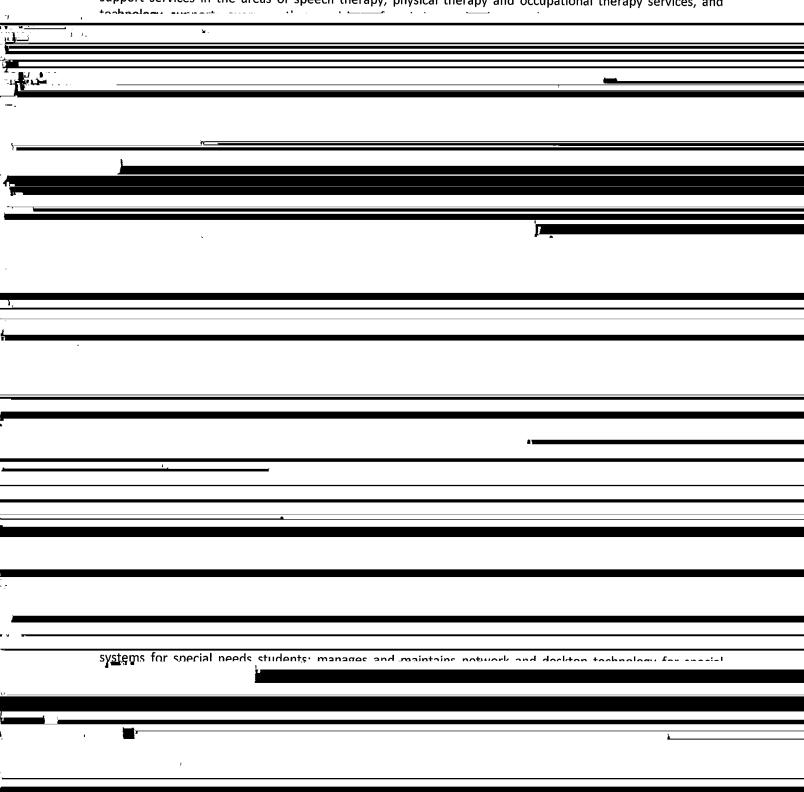
SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS T	TITLE:	MANAGER -	- SPECIAL	FDUCATION	PROGRAMS
		INIVIAVORIV.	" JE ECIAL	CUULATION	PRUNIKAIVI

BASIC FUNCTION:

Under the direction of the Director-Special Education, plans, organizes and directs instructional services and leadership for special education support and instructional staff; manages and oversees the provision of support services in the areas of speech therapy, physical therapy and occupational therapy services, and



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	Provides technical expertise, information and assistance to the Director regarding assigned functions; assists
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	Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files
	related to personnel and assigned activities.
	Communicates with other administrators, personnel and outside organizations to coordinate activities and
	programs, resolve issues and conflicts and exchange information; answers directly or facilitates staff
	responses to parental inquiries, concerns and complaints.
<u> </u>	Develons and prepares the applied preliminary budget for the action of the section of the sectio
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Plan, organize and manage instructional services and leadership for special education support and instructional staff;

Manage and oversee the provision of support services in the areas of speech therapy, physical therapy and special thorapy and tasks and tasks along the services and tasks are services.

Oversee the provision of assistive technology and augmentative communication systems for special needs students;

