

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - SPECIAL EDUCATION PROGRAMS

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 technology support services for special education students.

systems for special needs students; manages and maintains network and desktop technology for special

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists

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.

Develops and prepares the annual preliminary budget for the assigned programs.

ABILITY TO:

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 occupational therapy, and technology support;

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

Revised: 6/24/13 Charter school duties added. 6/16/16 Updated 4/15/16/17

Revised: 5/16/17 Removed requirements. 6/16/16 Updated 4/15/16/17