

**Job Summary:**

The job of Program Manager II - Designated Instruction & Services is done for the purpose/s of planning, organizing and directing the Designated Instruction and Services Program; supervising staff in providing assigned programs and services to school districts and the Tulare County Office of Education; and to provide staff assistance to administrative personnel.

**Essential Job Functions:**

- ▶ Coordinates activities, instruction and operation of site Designated Instruction programs for the purpose of ensuring that students receive appropriate services.
- ▶ Develops/implements the goals, objectives and procedures of the Designated Instruction and Services (DIS) program for the purpose of providing appropriate services to students.
- ▶ Provides equitable distribution of service resources to school districts for the purpose of providing appropriate services to students.
- ▶ Supervises/evaluates DIS staff for the purpose of scheduling work assignments; monitoring employee performance; and providing feedback, training and support.
- ▶ Provides instructional leadership in the areas of augmentative devices, language development, low incidence services and speech and language services for the purpose of supporting student education with an emphasis in reading.
- ▶ Provides technical assistance to districts for the purpose of supporting district implementation of DIS programs.
- ▶ Coordinates/conducts a comprehensive staff development program for the purpose of providing professional development and training for staff.
- ▶ Interprets/monitors/implements laws, rules and regulations affecting the DIS program for the purpose of ensuring program compliance with federal and state regulations and Tulare County Office of Education (TCOE) policies and procedures.
- ▶ Participates in the development of a coordinated comprehensive service plan for Special Education services for the purpose of meeting federal and state guidelines and providing appropriate services for students.

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

- ▶ **Skills to:**
  - plan, coordinate and direct programs;
  - analyze problems, identify solutions, and project consequences and proposed actions;
  - communicate effectively orally and in writing;
  - gain cooperation through discussion and persuasion.
- ▶ **Knowledge of:**
  - modern principles and practices of school administration;
  - educational principles, methods and materials related to the DIS program;
  - research methodologies applicable to the analysis of programs and policies;
  - principles and practices of organization, administration and personnel management.
- ▶ **Ability to:**
  - supervise, train and evaluate staff;
  - prepare and analyze reports;
  - collect, interpret and evaluate data;
  - interpret and apply policies, procedures, rules and regulations; establish and maintain effective working relationships with those contacted in the course of work;
  - meet deadlines.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; directing other persons within a department, large work unit and/or across several small work units; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

**Experience Required:**

- ▶ Job related experience within specialized field with increasing levels of responsibility is required.
- ▶ Five years of increasingly responsible experience in a certificated position including at least five years of experience in Designated Instruction and Support programs.

**Education Required:**

- ▶ Masters Degree

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid Special Education Credential.
- ▶ Valid California Supervisory or Administrative Credential.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California Driver's License and proof of automobile insurance.

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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.