

JOB DESCRIPTION

Job Title: Program Manager II, Related Services (2997)

Job Summary:

Under direction of the Assistant Superintendent, Special Services and/or designee, oversee and manage the coordination of services provided to students with Individualized Education Programs (IEPs) across Tulare County. This position will be responsible for supervising and supporting related services staff, facilitating IEP meetings, ensuring adherence to all relevant federal and state regulations, and driving professional development initiatives for staff. The Program Manager will play a critical role in maintaining compliance with IDEA (Individuals with Disabilities Education Act) laws and all applicable special education regulations.

Essential Duties:

- Coordinate IEP services, including scheduling and overseeing the timely delivery of services to students across the county.
- Lead and facilitate IEP meetings, addressing the needs of students in alignment with legal and educational standards.
- Provide leadership and direction to related services staff, offering the resources, support, and guidance needed to deliver effective services to students.
- Supervise, schedule, evaluate, and coordinate the work of related services staff to provide services in accordance with IEPs.
- Develop, implement, and facilitate ongoing professional development opportunities for staff within the department and countywide, keeping personnel up to date on the latest special education best practices.
- Stay informed of Federal IDEA laws, state special education regulations, and SELPA policies to maintain compliance. Keep staff updated on relevant laws and regulations.
- Collaborate with other program managers, special education staff, administrators, district leaders, and families to create a supportive educational environment for students with disabilities.
- Regularly assess the effectiveness of related services programs and recommend improvements or adjustments as needed.
- Assist in developing and managing program budgets related to IEP services and related services staff, maintaining fiscal responsibility.
- Maintain accurate and timely documentation for all related services, including service logs, progress reports, and necessary state or federal reports.
- Attend local, regional, and state meetings and conferences to remain current on program, credentialing, and accreditation requirements.
- Perform other related duties as assigned.

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership with conducting professional development to support building the capacity of teachers and support staff. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills, Knowledge and/or Abilities Required:

Skills to:

- provide conflict resolution and problem-solving;
- plan coordinate and direct programs;
- analyze problems, identify solutions, and propose actions
- conduct IEP meetings with school administrators, parents, staff, and other key stakeholders;
- communicate effectively orally and in writing;
- appropriately use English, including spelling, grammar, syntax, and punctuation;
- operate a computer and assigned software programs.

Knowledge of:

- federal and state special education laws and regulations;
- IEP processes, service delivery models, and related services;

- modern principles and practices of school administration;
- research methodologies applicable to the analysis of programs and policies;
- effective use of time and resources to accomplish project objectives;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- build strong relationships with staff, families, and external agencies;
- lead and motivate a team of professionals;
- supervise, train, and evaluate staff;
- coordinate multiple priorities and meet deadlines;
- work collaboratively with a wide range of stakeholders, including teachers, parents, administrators, and service providers;
- analyze data and reports to improve program delivery and effectiveness;
- develop and manage program budgets
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

Experience Required:

- Five (5) years of experience working in special education and implementing IEPs.
- Two (2) years supervising special education programs at a district, county office of education, or institution of higher education.
- Experience with federal and state special education regulations, including IDEA, and compliance is preferred.

Education Required:

- Valid California Special Education Teaching or Pupil Personnel Services Credential.
- Valid California Administrative Credential.
- Bachelor's degree is required.
- Master's degree in special education, education administration, or a related field is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Bilingual with speaking, reading, and writing in Spanish is preferred.

FLSA Status: Exempt

March 2025

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.