

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: STUDENT SERVICES PROGRAM MANAGER**

### **BASIC FUNCTIONS:**

Under the direction of the Deputy Superintendent of Student Services or designee, provide communication and support to County Office personnel for operation of the Student Services department, and compliance with its requirements, and provide services in conformance with County Office and State objectives; communicate information to staff, the public, and the districts; provide leadership in the development, implementation, and monitoring of Multi-Tiered Systems of Support (MTSS), Social-Emotional Learning, Prevention Services, and other pupil services programs; assure proper compliance is maintained to ensure achievement of County Office, district, State, and Federal program objectives; provide written support and/or convey information; serve as a resource to other County Office and district personnel.

### **REPRESENTATIVE DUTIES:**

Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform functions. **E**

Assist in data analysis, interventions systems to certificated staff, school-based leadership teams and school administrators to facilitate implementation of MTSS. **E**

Assist site administrators in the areas of professional learning communities, professional growth systems through walkthroughs, feedback, modeling and other supports. **E**

Coordinate program components, support needs and material for the purpose of implementing and maintaining services and/or programs. Ensure that process, timelines and implementation plans are met. **E**

Provide oversight for Prevention Services and implementation of mandated services. **E**

Develop and implement staff development and provide programs/orientation for guidance. **E**

Assist with SST/504 implementation with district administrators. **E**

Assist with Student Study Team meetings, Response to Intervention, Tier intervention, processes, etc., for the purpose of implementing and maintaining programs and services of the County Office and district which achieve desired objectives. **E**

Attend Individualized Education Plan meetings when appropriate. **E**

Maintain reports (timelines, budgets, etc.) for the purpose of meeting deadlines and comply with County Office, State, and Federal guidelines. **E**

Monitor collection of data, analyzation of data and utilization of data. **E**

Prepare County Office and State required reports for the purpose of meeting County Office, State, and Federal policies and/or regulations. **E**

Observe, consult with, and assist County Office and district staff at assigned work sites. **E**

Present information on programs, services, regulations, etc., for the purpose of serving as a resource to County Office and district personnel. **E**

Maintain knowledge of current laws and regulations pertaining to individuals with exceptional needs through attendance at meetings, inservice programs, conferences and reading current literature. **E**

Provide coaching, communication and support to personnel in instructional improvement for the purpose of serving as a resource to County Office and districts. **E**

Supervise and evaluate assigned personnel for the purpose of carrying out objectives within area of responsibility. **E**

Coordinate with partnering Mental Health agencies to provide ongoing services to the districts. **E**

Assist with implementation and maintenance of Positive Behavioral Interventions and Supports (PBIS) in the districts. **E**

Coordinate with County Office personnel to provide and maintain a website and calendar of trainings to the districts. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of student services programs

Student study teams and 504 Plans

Foster youth and McKinney Vento

Federal and State laws, Education Code, Title V's and the legislative process

Applied Behavioral Analysis Techniques, Operant Conditioning, and Discrete Trial Format

Understanding of child growth and development; common disabling conditions of children as applied to infants, children and youth, and knowledge of strategies and methodologies applied in educational setting

Positive behavioral supports, interventions, practices, and techniques

Interpret written procedures, complete routine reports, speak clearly and understand multiple step instructions

Basic math including calculation of fractions, percent and/or ratios

Modern office practices, procedures and equipment

Oral and written communication skills

Principles and practices of administration, supervision and training

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Demonstrate and train staff in the use of techniques and other instructional strategies in autism and behavior management

Analyze data using defined process

Communicate effectively both orally and in writing

Read, interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Prepare comprehensive narrative and statistical reports  
Make presentations to various audiences  
Coordinate with school districts, state/local agencies, and county office  
Direct the maintenance of a variety of reports and files related to Student Services programs  
Lift and carry objects weighing up to 25 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education, psychology or related field; and five years increasingly responsible experience in the administration of special education or student services programs including three years teaching or working with individuals with exceptional needs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office  
Constant interruptions  
Multiple schools and office sites

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Analyze situations accurately and adopt an effective course of action  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 737

**Approval Date:** May 2022