

Job Summary:

The job of Program Manager I - Special Services is done for the purpose/s of planning, organizing and directing the activities of a single-faceted, small to medium-sized educational or support program or a significant segment of a large regional program; supervising staff in providing assigned educational or support services; coordinating activities with other divisions; and providing complex staff assistance to administrative and management personnel.

Essential Functions:

- < Develops/plans/implements/administers goals, objectives, policies and procedures of the program for the purpose of ensuring the delivery of appropriate educational services.
- < Reviews/evaluates methods, curricula, procedures and conducts needs assessments for the purpose of ensuring delivery of appropriate services.
- < Supervises/evaluates staff for the purpose of increasing effectiveness and ensuring delivery of appropriate educational services.
- < Trains/motivates/schedules staff for the purpose of ensuring the delivery of appropriate educational services and effective personnel development.
- < Develops the program work plan and assigns work activities and projects for the purpose of ensuring delivery of appropriate services.
- < Develops/monitors/administers program budgets and expenditures for the purpose of ensuring the delivery of appropriate educational services and maintaining fiscal responsibility.
- < Prepares/presents staff reports and necessary correspondence for the purpose of communicating information to staff, parents, and the community.
- < Participates in committees, meetings, and community activities for the purpose of promoting program awareness and ensuring appropriate interaction/intervention for students.
- < Coordinates/develops/implements staff development programs for the purpose of improving instruction.
- < Provides staff assistance to administrator and management personnel for the purpose of collaboration and support of the larger regional program operationsimplements staff development pr