Program Administrator for Special Education Supporting Early Childhood Special Education

Posting Date: February 3, 2015
Contact: Mary Richards, Executive Director, Human Resources
richardsm@sfusd.edu
Please Apply: www.sfusd.edu/en/employment/administrative-careers.html

Mission: The mission of the San Francisco Unified School District (SFUSD) is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence and physical and mental health so that each student can achieve his or her maximum potential.

The Strategic Plan and Balanced Scorecard were developed to guide us to the mission. The SFUSD Goals are: access and equity to make social justice a reality, student achievement to engage high achieving and joyful learners, and accountability to keep our promises to students and families. In focusing on these goals, the District will be able to reach the desired mission.

Under the direction of the Assistant Superintendent of the Special Education Department, the role of the Program Administrator is described (though not an all inclusive list) under duties and responsibilities shown below:

Duties and Responsibilities:

1. Serve as a resource and liaison to all SFUSD Early Education programs around special education.
2. Oversee and ensure IEP compliance for all initial evaluations conducted by PK Intake Unit.
3. Monitor enrollment and provide quarterly updates on enrollment trends and future needs.
4. Demonstrate a thorough understanding of the Education Code, and the guidelines and processes related to ensuring eligibility for Part B services.
5. Establish and monitor IEP procedures and documentation.
6. Serve as LEA Representative at IEP meetings as needed.
7. Supervise and evaluate certificated and staff as assigned.
8. Provide professional development to Early Childhood Special Educators as it relates to best practices and licensing compliance.

9. Conduct all assigned duties within a framework of providing a positive culture of service and support to all student, families, and SFUSD school site staff.

10. Demonstrate reflection on daily practice and alignment of work with the Core Leadership Skills and Elements adopted in the LAD Plan.

11. Perform other related duties as assigned.

**Minimum Requirements:**

- Administrative Services Credential
- Possess a valid Special Education Credential with a minimum of 5 years experience
- Possess a valid California Administrative Services Credential
- Master’s Degree or higher
- Valid California Driver’s License
- Bilingual/Chinese and/or Spanish desirable
- Ability to travel to multiple locations

The San Francisco Unified School District is committed to maintaining an educational environment where all persons who participate in school programs and activities can work and learn together in an atmosphere free of all forms of harassment or intimidation. The Board prohibits sexual harassment of students, employees or other persons, at school or at school-sponsored or school-related activities. San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.