

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM MANAGER, PUPIL SUPPORT SERVICES

SALARY SCHEDULE: ADMINISTRATIVE [G]

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COST CENTER: PUPIL SUPPORT SERVICES (9051/0292)

QUALIFICATIONS

- Master's Degree from an accredited educational institution.
- Certification in ESE, Guidance, School Psychology or School Social Work. Elementary and/or Secondary core content area.
- Certification in Administration/Supervision and/or Educational Leadership required.
- Minimum of five (5) years successful experience as an administrator, ESE teacher, guidance counselor, psychologist, or social worker.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective working relationships with community resources.
- Ability to work effectively in a multi-ethnic environment.
- Ability to provide leadership in a participatory management environment using a consensus building approach. Ability to plan, organize, and prioritize activities related to assignment.
- Ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies and appropriate district/state evaluation procedures.
- Ability to plan, implement, and evaluate programs for maximum effectiveness using a high level of oral and written communication skills.
- Ability to use data in the decision-making process.
- Ability to use technology resources effectively.
- Knowledge of federal, state and local laws, rules, and regulations governing ESE programs.
- Knowledge of curriculum scheduling and programming for ESE.
- Knowledge of Individual Education Plan (IEP) production and follow through.
- Knowledge and implementation of curriculum base intervention programs.
- Positive communication skills.
- Listening skills.
- Mediation skills.
- Organizational and time management skills.
- Flexibility.
- Conferencing skills.
- Synthesizing and distribution of information

REPORTS TO:

Director of ESE Services and Student Services.

JOB OBJECTIVE:

To provide leadership, coordination, technical assistance, and support in the development and operation of quality programs to meet the needs of students and the community. Responsible for the day-to-day operation of mental health, social emotional learning, counseling, MTSS and 504.

PROGRAM MANAGER, PUPIL SUPPORT SERVICES (continued)

SUPERVISES:

Classified and/or Instructional staff as assigned.

PERFORMANCE RESPONSIBILITIES:

- Ensure that the Missions and Goals of the institute are reflected in all educational programs and operations.
- Support the Director in building a culture that supports social emotional learning and mental and behavioral health.
- Assist with the development, implementation, and evaluation of program(s), including technology.
- Assist with the coordination of comprehensive district Student Services Program, custody, intervention and prevention and 504.
- Gather, analyze, and interpret data related to program(s) performance.
- Establish and maintain effective communication procedures with parents, students, staff, and the community.
- Perform other incidental tasks consistent with the goals and objectives of this position and as required by the Director.
- Provide direction for in service and training necessary for the provision of district-wide Student Services Program.
- Provide direction and coordination for the district MTSS Process.
- Serve as the liaison between Student Services programs and various community agency programs.
- Promote parent and community collaboration of effective services delivered to students.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice. And may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move object.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10.