



HUMAN RESOURCES DIVISION

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CLASSIFIED MANAGEMENT POSITION VACANCY

POSITION: Special Education Support Staff Manager

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DEFINITION

Under the general direction of a manager, plans, organizes, coordinates, supervises, and evaluates the classified support services staff for the Special Education department and provides direction and supervision to ensure the effective and efficient operation of Special Education classified special education positions. Serves as the assistant to the department managers, performing a wide variety of administrative duties to support the work of the Special Education department. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Plans, organizes, directs, and evaluates the performance of assigned special education classified staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.
- Provides leadership and works with special education classified staff to develop and maintain a high-performance, service-oriented work environment that supports the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Prioritizes, schedules, organizes, and evaluates the day-to-day operations of the special education department classified support services; confers with employees and administration concerning work schedules and special requests. Consults with site administrators regarding performance expectations of classified special education staff.
- Assists in the planning, development, and presentation of orientation and in-service training programs for special education classified support staff.
- Maintains all necessary records pertaining to department activities and personnel performance evaluation data.
- Ensures compliance with quality, quantity, and timeliness of work standards, and promotes a high level of employee morale.
- Provides a wide variety of administrative support for the work of the manager; prepares communications, reports, and maintains records; receives and directs inquiries; conducts research regarding department-related issues; maintains department budgets; resolves problems.

QUALIFICATIONS:

Education:

Equivalent to completion of a bachelor's degree or higher or at least five years working directly with students in an educational setting with increasing responsibility.

Experience:

Experience as a classified employee working for special education is desired. Strong leadership and motivational skills are required.

License and/ or Certificate Required:

- A valid California Class C driver's license, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.
- Current COVID-19 Vaccination

Ability to:

- Plan, organize, prioritize, supervise, coordinate and evaluate the functions and activities of special education classified support services staff.
- Establish daily work schedules given priorities and the District and the responsibilities of the department.
- Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules, and policies.
- Communicate effectively both orally and in writing using Standard English grammar, punctuation, and spelling.
- Prepare complete, accurate, and comprehensive evaluation reviews
- Maintain highly sensitive and confidential information.
- Use a high degree of tact, discretion, and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
- Establish and maintain highly effective working relationships with District management, staff, parents, students, community members, and others encountered in the course of work.

Knowledge of:

- Principles and practices of administration, including goal setting, policy and procedure development, implementation, evaluation, and work standards.
- Correct English usage, including spelling, grammar, punctuation, and formatting.
- District organization, rules, policies, administrative regulations and guidelines, procedures, and provision of applicable California and Federal laws.
- District administrative procedures related to human resources, risk management, purchasing, travel, and training.
- Principles and practices of effective management and supervision.
- District classified human resources policies and procedures and labor contract provisions.

PHYSICAL DEMANDS

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings, and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

Demonstrate mental acuity sufficient to perform the essential functions of the position. Work within stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employees work under typical office and or classroom conditions and the noise level is usually quiet.

SALARY AND EMPLOYMENT

- \$6,868 - \$8,032 monthly
- 11-month position
- Health and other benefits packages with a value up to approximately \$21,275. In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package.

APPLICATION PROCEDURE

- Apply on www.edjoin.org
- Attach all support materials (cover letter, 3 professional references, resume)

Nondiscrimination

The Alhambra School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.