



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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<b>POSITION TITLE:</b>	<i>Project Manager II Special Education</i>	#2300
<b>SALARY PLACEMENT:</b>	Designated Instruction Services Specialist Salary Schedule	

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### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

California Teaching Credential – Special Education, Pupil Personnel Services or related. Bachelor’s Degree from an accredited college or university in special education applied behavior analysis or related field.

### **DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Master’s Degree from an accredited college or university in special education, applied behavior analysis or related field. Knowledge of Positive Behavioral Intervention Guidelines, functional analysis procedures. Knowledge of currently accepted educational methodology for students with autism.*

### **MINIMUM EXPERIENCE:**

Experience in providing educational programs to students with autism using discrete trial methodology.

### **DESIRABLE EXPERIENCE:**

*Experience designing, implementing and monitoring individual educational programs to students with autism using discrete trial methodology. Experience providing staff development training to classroom personnel.*

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possession of appropriate California Teaching Credential or California Pupil Personnel Services Credential, Knowledge of current methods and techniques of applied behavior analysis, discrete trial training; ability to communicate effectively verbally and in writing with students, staff, parents and agency personnel; analyze student performance, design appropriate individual behavior programs, and monitor student progress; coordinate work of instructional assistants, support personnel; work effectively as a team member.

### **SUMMARY OF POSITION:**

Under direction of Special Education Programs Administrator will act as a consultant to staff and students in special day classes for student with autism; participate as a member of the educational team to design and supervise implementation of classroom programs for students with autism using a discrete trial methodology; act as “teacher of record” for individual in-home programs; provide training to classroom staff and support personnel; support

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students through transition into new education placements; maintain appropriate documentation, records and reports. Does other related work as required.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Provide consultation regarding student programs to special day class, autism personnel, including

- design and implementation of programs.
2. Participate as a member of the IEP team to establish and monitor appropriate student goals and objectives.
  3. Provide staff development training for classroom instructional assistants and support personnel discrete trial methodology.
  4. Act as “teacher of record” for all in-home discrete trial programs for students with autism.
  5. Maintain appropriate documentation and submit reports as required.
  6. Consult with Behavior Intervention Specialist II, as needed.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment (or) in outdoor environments (or) in indoor and outdoor environments and come in direct contact with SJCOE staff, students, district staff, and the public.