

# JOB DESCRIPTION

**TRENTON  
BOARD OF EDUCATION  
PROGRAM MANAGER**

**JOB TITLE:** Program Manager for Specialized Services

**REPORTS TO:** Director of Specialized Services

**SUPERVISES:** N/A

**NATURE AND SCOPE OF JOB:**

Responsible for managing the general operations of the Special Education Department. The Program Manager will oversee the operational flow of the Special Education Department. The Program Manager will also be required to create presentations and produce management-level reports.

**QUALIFICATIONS:**

The Program Manager for Specialized Services shall:

1. Hold a minimum of a high school diploma. Associate's or Bachelor's degree is preferred.
2. Have experience working in a school system.
3. Have a minimum of five (5) years' experience in program planning.
4. Have a minimum of seven (7) years' experience in office management.
5. Hold and maintain a valid driver's license with no serious violations.
6. Demonstrate experience working with state agencies, local officials and community leaders.
7. Demonstrate excellent organization skills including planning and scheduling.
8. Demonstrate ability to work independently and manage multiple deadlines.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. Demonstrate proficiency in the use of and available functionality in Microsoft Office Suite.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**EMPLOYMENT TERMS:**

The Program Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for an unaffiliated confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Program Manager shall:

1. Oversee operational flow for the Department of Specialized Services.
2. Supervise, mentor, train, and coach office staff and delegate assignments to ensure maximum productivity.
3. Produce reports, compose correspondence, and draft office plans and agenda items.
4. Create presentations and other management-level reports.
5. Maintain Special Education Active and Inactive Student Records.
6. Responsible for transcribing/uploading student records into the Student Management System.
7. Provide administrative team scheduling support with CST meetings, mediation meetings and due process hearings.
8. Serve as a liaison between Senior Administration and CSTs.
9. Maintain all Related Service provider schedules, logs and contact information.
10. Maintain Mediation, Compliance and Legal tracking logs and records.
11. Collaborate with CST Supervisors to maintain and monitor timelines for CST operations (e.g., Transportation, Extended School Year, Monthly Reports, Projections, etc.) and special education processes and mandates (e.g., Initial, Annual IEPs, Re-Evaluation)
12. Maintain confidentiality in all personnel and student matters
13. Other duties as assigned by Director

**EVALUATION**

The Program Manager shall be evaluated by the Director of Specialized Services in accordance with Board of Education Policy.