



Academic Program Manager - Esther B. Clark School

At Children's Health Council (CHC), we've been helping children, teens and families for 60 years. Our Center, two schools and a Community Clinic, serve families in the Silicon Valley as well as the greater San Francisco Bay Area. Our areas of expertise include learning differences, anxiety and depression, ADHD and Autism. We also provide excellent parent education services and parent consultations.

At CHC, we uncover a world of promise and potential in every child and teen. Using a personalized approach, we help your children become happier, more resilient and more successful. Our employees are encouraged to bring their ideas, experiences and perspectives, gleaned from their varied backgrounds, to the workplace. We strive to create an environment in which all employees can contribute to their fullest potential to make an impact in the lives of the children we help.

ACADEMIC PROGRAM MANAGER AT ESTHER B. CLARK SCHOOL

Agency Mission:

To remove barriers to learning, helping children and teens become resilient, happy and successful at home, at school and in life.

Job Summary:

The Academic Program Manager is responsible for providing the school's instructional staff with the training, materials and resources needed to effectively implement the school's scholastic program so that it appropriately accesses each grade to Core Curriculum standards while developing and addressing each student's IEP. As such, this position is responsible for ensuring the academic program meets CDE requirements as a mild to moderate level Non-Public School. This position will serve both the Palo Alto Campus and the San Jose Campus.

Essential Duties and Responsibilities:

- Oversee the preparation and performance of all specialized instructional, speech and language and educational specialist personnel.
- Provide supervision for all teachers and classroom assistants individually and in small groups to promote their instructional expertise and elevate their knowledge and understanding of working with children with emotional disturbance and learning challenges.
- Plans and documents how EBC will address "exposing" and preferably accessing when possible students to Common Core curriculum standards across all grades and subject areas; train staff as necessary.
- Oversee purchases and utilization of instructional material purchases to ensure curricular compliance, scholastic appropriateness and fiscal efficiency.
- Oversee the prudent preparation for the administration of the SBAC and CASHEE statewide assessment.
- Administer and score IEP requested academic testing when the teacher is untrained or student has a history of learning challenges.
- Identify students who require additional accommodations, supplementary aids or modifications to their IEP to improve their access to curriculum and engagement in academia.



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- Edit academic summaries for IEP meetings and Parent Conference reports.
- Assist the School Director and Assistant School Director in preparing for annual California Department of Education licensing by assuring mandated processes and procedures are implemented, specifically as related to instruction and documentation of IEPs.
- Review on a weekly basis teacher lesson plans and academic data collection to ensure timely and prudent preparation, implementation and progress monitoring.
- Oversee and ensure teachers, SLP, and 1:1 Educational Services are addressing IEP goals and progress data is being collected.
- Maintain and expand IEP goal bank.
- Monitor high school students' work and progress towards attaining credits; ensure plan is in place to proactively prevent regression and failing grades and that transcripts are produced semi-annually and disseminated as needed or requested.
- As a member of the Operations Team, Meet with Director and/or Assistant Director weekly and on an as-needed basis.
- Perform other related duties as required and assigned.
- Oversee and ensure teachers are meeting credentialing requirements as per state of CA requirements.
- Integrate educational technology on an increasingly effective level in the classroom. This will include researching educational technology, providing teachers with trainings, and/or purchasing needed equipment that allows optimal access to meeting core curriculum.
- Increase parent awareness of their child's education needs and academic work expectations by helping teachers set up a home reading program, develop a quarterly newsletter, and perhaps semi-annual educational events such as a science fair, biography week, poetry recital, etc.
- Monitor time and attendance.
- Serve as administrator/facilitator for IEP meetings when directed by Head of School.
- Oversee development of the bell schedules for both campuses.
- Participate in the transitioning of students to a less restrictive environment by visiting selected step down programs, ensuring transitioning students' academic program has been "ramped up" appropriately and act as a communication liaison between targeted step down school personnel and EBC staff to monitor incremental transitions as they occur.
- Conduct at least one annual agency-wide and parent training related to academic issues facing EBC students.
- Meet with parents as requested or needed to discuss their child's academic profiles, answer performance issues that arise or inform them of emergent challenges encountered.

Qualifications/Guidelines:

- Minimum of 5 years teaching in a special education setting preferably with children who have serious emotional disturbances and/or learning disabilities.
- Attendance at advanced training workshops in assessment and instructional practices used effectively with children who exhibit specific learning disabilities and related learning disorders.
- Knowledge and preferably experience using evidenced based remediation programs that focus on addressing deficient reading and writing skills when RtI is insufficient.

Knowledge/Ability/Skills:

- Knowledge of and classroom teaching experience with children who have serious emotional disturbances and learning disabilities.

EBC School 650.322.3065

www.chconline.org

650.326.5530

650 Clark Way • Palo Alto, CA 94304



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- Desire and ability to work on an interdisciplinary team.
- Effective communicator via email, on phone and in person.
- Able to prepare clear, concise policy, procedural and informative documents.
- Knowledge of emergent assistive technologies, with whom, how and when such support is measurably beneficial.

Education/Training:

- Must possess at least a Master's Degree in an area of Special Education.
- Advanced training in evidence based instruction and programming for children with learning challenges is important.
- Possession of clear or level 2 special education teaching credential in CA is highly preferred.

To apply, please email your cover letter and resume/CV to jobs@chconline.org in PDF format and reference "Academic Program Manager" in the subject line.

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.

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