



 (555) 234-5678

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 San Francisco, CA

 www.michaelanderson.com

SKILLS

- Program Management
- Compliance
- Training Development
- Stakeholder Engagement
- Data Monitoring
- Advocacy

EDUCATION

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP, UNIVERSITY OF SOUTHERN CALIFORNIA, 2012

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 20% increase in program compliance ratings through comprehensive training.
- Recognized for excellence in public service by the state education department.
- Successfully developed a resource guide for parents that was distributed statewide.

Michael Anderson

SPECIAL EDUCATION PROGRAM MANAGER

Experienced Special Education Academic Coordinator with 9 years of expertise in educational program management and student advocacy. Proficient in navigating the complexities of special education law and ensuring compliance with federal and state regulations. Recognized for developing comprehensive training programs for educators and support staff to improve service delivery. Skilled in fostering relationships with families and community partners to enhance educational opportunities for students with disabilities.

EXPERIENCE

SPECIAL EDUCATION PROGRAM MANAGER

Inclusive Education Initiative

2016 - Present

- Managed a comprehensive special education program serving over 300 students.
- Conducted audits of IEP compliance, resulting in a 95% adherence rate.
- Designed and implemented training for educators on inclusive practices and legal requirements.
- Collaborated with local agencies to develop resources for students and families.
- Facilitated workshops for parents on understanding special education rights.
- Monitored student progress and provided data-driven recommendations for improvement.

SPECIAL EDUCATION COMPLIANCE OFFICER

State Department of Education

2014 - 2016

- Oversaw compliance with IDEA regulations across multiple school districts.
- Conducted training sessions for school staff on legal obligations in special education.
- Developed compliance monitoring tools to assess program effectiveness.
- Collaborated with district leaders to improve service delivery models.
- Provided technical assistance and support to districts in need.
- Reported findings and recommendations to state education officials for policy enhancement.