Position Description

Position: Program Specialist for Special Education

Board Approved: 7/21/09

Salary Grade: Core Certificated Salary Schedule 2

FLSA: Exempt

Summary

Under the direction of the Director Special Education, the Program Specialist will:

- Observe, consult with and assist resource specialists, designated instruction and services instructors and special day class teachers.
- Plan programs, coordinate curricular resources and evaluate effectiveness of programs for individuals with exceptional needs.
- Participate in staff development, program development and innovation of special methods and approaches.
- Provide coordination, consultation and program development primarily in one specialized area or areas of expertise.
- Be responsible for assuring that pupils have full educational opportunity regardless of the district of residence.

Essential Duties and Responsibilities

- Plan programs, provide resource materials/handbooks and provide professional development that includes relevant laws and regulations.
- Consult with and assist the Director Special Education, coordinators, resource specialists, designated instruction and services instructors, special day class teachers and program specialists in the implementation of IDEA.
- Coordinate with other resources and programs that provide services to students with disabilities.
- Assist in the collection and analysis of data on special education students.
- Arrange, attend and/or conduct Individual Education Plan (IEP) meetings as required.

Qualifications

- **Knowledge and Skills**
  - Knowledge of:
    - Theoretical and applied models of special education service delivery.
    - Special education-related laws and policies.
    - School services available for all types of students with special needs.
    - Procedures and requirements for referring individuals to community service agencies.
    - Strategies for involving families and individuals with exceptional needs planning.
    - Methods of providing community-based education for students with exceptional needs.
    - Professional development.
    - IEP procedures and development.

- **Abilities**
  - Ability to:
    - Manage and prioritize multiple activities.
• Communicate orally and in writing to sufficiently express thoughts, ideas, materials and instructions clearly to students, staff, community and families.
• Collaborate effectively on inter and intra-agency levels.
• Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement programs for students with exceptional needs.
• Participate in scheduled staff and IEP meetings.
• Keep accurate records.

• Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:
• Lift, carry push and/or pull items with a strength factor of medium work.
• Hear or speak to exchange information in person or on the telephone and process materials.
• Possess dexterity of hands and fingers to operate a computer keyboard.
• Sit, stand or walk for extended periods of time.
• Bend at the waist, kneel or crouch to file materials.
• Reach above shoulders to file materials.
• Climb a stool/ladder.

• Education and Experience

Advanced training and related experience in the education of individuals with exceptional needs.

• Licenses and Certificates

Possession of a valid California special education credential, clinical services credential, health services credential or a school psychologist authorization.

• Working Conditions

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Hazards:
None identified.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.