



## QUALIFICATIONS OF PROGRAM SPECIALIST

### TRAINING

- Required:
- Any one of the following:
  - Special education teaching credential pertinent to the assignment (DHH or LH)

Note: When the assignment includes the supervision of certificated employees, a supervision or administrative credential is also required

- Preferred:
- Master's Degree
  - A supervision of administration credential
  - Pupil Personnel Services credential with psychologist authorization

### EXPERIENCE

- Required:
- Three years of experience in special education pertinent to the assignment (DHH)

- Preferred:
- Experience in the administration, supervision or coordination of a special education program
  - Experience in special education at more than one level
  - Experience as a school psychologist or in a clinic working with the handicapped

### OTHER QUALIFICATIONS

- Knowledge of:
- Special education teaching techniques and methods
  - Techniques of assessment and remediation appropriate for a special education program
  - Curriculum planning and development
  - Current developments in facilities, equipment and instructional materials for a special education program
  - State and Federal laws governing special education
  - Fluency in American Sign Language

- Ability to:
- Communicate well, both orally and in writing
  - Establish and maintain cooperative and effective working relationships

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- Assist in establishing and maintaining a high level of teacher and student effectiveness
- Work effectively with parents
- Communicate fluently in sign language (when assigned to the communicatively handicapped program)

## COVINA-VALLEY UNIFIED SCHOOL DISTRICT

### DUTIES AND RESPONSIBILITIES OF PROGRAM SPECIALIST

#### Primary Function

The Program Specialist is responsible for coordinating specific areas of the special education program and for assisting special education personnel in order that students will make optimum progress toward the attainment of District goals.

#### Duties and Responsibilities

The Program Specialist:

1. Coordinates the activities of the central office special education staff to deliver support services such as assessment, counseling, and guidance, speech therapy, audiological services and other required educational services;
2. Selects, assigns, in-services and evaluates all assigned personnel;
3. Coordinates the design, implementation and assessment of an articulated curriculum for special education students in accordance with the requirements of State regulations and District policy;
4. Coordinates the design, implementation and assessment of in-service activities for certificated/classified personnel involved in the instruction and/or supervision of special education students;
5. Coordinate admission, review and dismissal activities for special education students;
6. Monitors the implementation and evaluation of the Individualized Education Program process;
7. Serves as a resource to principals in the screening, selection and evaluation of special education personnel;
8. Provides technical expertise to personnel responsible for implementing the special education program;
9. Keeps current regarding the status of special education programs and makes recommendations relative to the improvement of the District's goals;
10. Prepares reports and surveys as required;

11. Coordinates the referral and transfer of students to special programs not maintained in the District;
12. Serves as liaison with other districts, agencies and parent groups as directed;
13. Assists the supervisor in carrying out other duties and responsibilities as directed;
14. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
15. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.