



July 2014

Program Specialist

Definition:

Under the supervision of the Director, Student Services or designee, the Program Specialist coordinates services for students with disabilities; provides support and guidance to site administrators in the area of special education; and serves as a resource to special education staff, students, and parents.

Essential Duties and Responsibilities:

- 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;
- Coordinates assignments for all assigned personnel;
- Supervises extended summer school as directed;
- 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;
- 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;
- Coordinates admission, review, and dismissal activities for special education students;
- Monitors the implementation and evaluation of the Individualized Education Program (IEP) process;
- Serves as a resource to principals in the screening and selection of special education personnel;
- Provides technical expertise to personnel responsible for implementing the special education program;
- Keeps current regarding the status of special education programs and makes recommendations relative to the improvement of the District's program;
- Prepares reports and surveys as required;
- Participates in IEP Team Meetings;
- Coordinates the referral and transfer of students to special programs not maintained in the District;
- Serves as liaison with other districts, agencies, and parent groups as directed;
- Assists the supervisor in carrying out other duties and responsibilities as directed;
- 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;
- 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.

Qualifications:

Required Qualifications:

- Any credential authorizing teaching special education or authorizing service as a school psychologist;
- Five years of experience in special education pertinent to this assignment.

Preferred Qualifications:

- 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 students with learning disabilities;
- Master's degree;
- A supervision or administration credential.

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.

Ability to:

- Communicate well, both orally and in writing;
- Establish and maintain cooperative and effective working relationships;
- Assist in establishing and maintaining a high level of teacher and student effectiveness;
- Work effectively with parents.

Training and Experience:

Training beyond credential requirements in the behavioral sciences with emphasis on educational and career planning, including occupational information, vocational interest, and aptitude assessment, educational and vocational placement, occupational trends, and transition practices is desirable.

This position will be paid on the Certificated Management salary schedule Range O, 213 working days.