



Job Description

Title: Program Specialist- Special Education	FLSA Status: N/A	Created: January 26, 2022
Supervisor: Christine Sinatra	Supervises: N/A	Salary: \$88,763.00 to \$105,853.00
Department: Special Education	Bargaining Unit: N/A	Approved: February 10, 2022

JOB SUMMARY:

Under the immediate supervision of the Director, Special Education, the Program Specialist is responsible for coordination and support of all special education programs and services. Other duties, as assigned by the Director of Special Education or Executive Director of Pupil Services, are also performed.

Duties and Responsibilities: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS).
- Implement District and other mandated policies, procedures and/or processes for providing direction and/or complying with mandated requirements related to Special Education.
- Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
- Assist the Director of Special Education in the coordination of interdepartmental goals and programs; assist with program improvement and compliance activities.
- Consult with district administrators, special education staff, general education teachers and parents regarding the Individualized Education Program (IEP) process and provision of services in the least restrictive environment.
- Coordinate the development and selection of materials appropriate to the program; make recommendations to schools concerning the use of relevant and current instructional materials.
- Monitor the provision of special education services in all placements (e.g., public school, home hospital, non-public, juvenile justice system).
- Participate in the recruitment, selection, placement, training, supervision and evaluation of certificated and classified staff.
- Plan, schedule and facilitate staff development opportunities and meetings with various internal and external parties (e.g. district staff, community organizations, parents, etc.) for the purpose of coordinating activities and ensuring the special education program achieves district and state objectives.
- Prepare and maintain documentation in a variety of formats (e.g. memos, student records, program reports, prior written notice etc.) for the purpose of providing written reference and ensuring program effectiveness, confidentiality and compliance with mandated requirements.
- Respond to program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
- Serve as a resource to IEP teams and attend IEP meetings regarding provision of special education and related services, as requested.
- Serve on district, county and Special Education Local Plan Area (SELPA) committees.

- Serves as administrative designee in coordinating the development of individual educational plans for students in specific Special Education divisions with teachers, parents, psychologists, speech therapists, and other ancillary personnel.
- Develops and coordinates procedures for monitoring and evaluating student progress consistent with the Individual Education Plan (IEP).

WORKING CONDITIONS:

Dexterity of hands and fingers to operate standard office/school equipment including a typewriter or computer terminal, handles books, reports and other materials; printer, copier; bending, reaching to maintain files; hearing to answer telephones, speaking to exchange information, sitting and/or standing for extended periods of time. Lifting up to 50 pounds on occasion. Moderate stress level. Environmental Conditions: Primarily indoor office, classroom, school environment. Temperature – normal climate.

SKILLS/ABILITY TO:

Knowledge of special education laws and regulations, including a range of mediation strategies. Knowledge and skills in behavior management. Knowledge of general education curriculum. Knowledge of disabilities and effective curriculum practices, birth to age 22. Skills to communicate effectively orally and in writing. Skills to work well with people and to establish and maintain effective working relationships. Skills to prepare and give training and presentations to various audiences. Ability to deal with challenges inherent in working with several school districts, various charter school LEA's, and one county office of education. Ability to function as a positive, contribution member of an education team. Ability to set high achievable standards.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

Holds a valid California Teaching Credential with proper authorization issued by the California Commission on Teacher Credentialing and an Administrative Credential.
First Aid and CPR certification.