

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM SPECIALIST – SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direct supervision of an assigned supervisor and the Coordinators of Special Education, the Program Specialist provides support to Special Education staff across the continuum of services.

#### **ESSENTIAL MANAGEMENT RESPONSIBILITIES:**

Develops and manages components of the Special Education budget.

Conducts investigations.

Participates in hearings and litigation

Hires certificated and classified staff.

Supervises and evaluates certificated and classified staff.

Develops staffing projections.

Evaluates program implementation.

Develops and/or participates in presentations to the Board of Education.

Responsible for State and/or Federal report development.

Manages internal and external audits annually or more frequently.

Monitors progress of special populations of students and reporting to Federal, State and County agencies.

Manages and facilitates parent and community groups.

#### **NECESSARY KNOWLEDGE AND SKILLS:**

The Program Specialist monitors assigned programs to assure legal compliance. The Program Specialist assists District and school site personnel with the planning, implementation and evaluation of Special Education and Intervention services provided to students identified as special education.

Plan, organize, coordinate, direct, and monitor procedures, methods, development and implementation of services to students with Individualized Education Plans (IEPs).

In collaboration with site administrators, direct certificated and classified staff for the District's special education services; serve as liaison for the District for assigned geographic or program area.

Establish procedures for administering services for assessment, identification, and placement of pupils with IEPs including extended school year programs.

Provide coordination, consultation and program development primarily in areas of assigned responsibility.

Actively contribute to overall Special Education budget development.

Develop and/or participate in presentations to the Board of Education.

Conduct State and/or Federal reporting for the Special Education Department, as appropriate.

Collaborate in the selection or development of appropriate instructional materials for use in accordance with the District's K-22 course of study; plan, coordinate, and implement professional learning activities related to special education; collaborate in the research and evaluation of special education technologies, programs, methods, and strategies.

Consult with administrators, teachers, other appropriate staff, and holder of student's educational rights concerning the needs and services for students with IEPs; provide technical assistance and disseminate information to administrators, teachers and holder of student's educational rights regarding the educational needs of students with IEPs; coordinate articulation, transfer, and exit of special education pupils.

Review existing and pending legislation related to special education guidelines; collaborate to recommend origination, modification or support of legislative measures as it affects District policies and procedures.

Collaborate to originate, implement, and monitor procedures; coordinate reviews and monitor reporting to assure compliance with Federal and State laws.

Assure maintenance of confidential, accurate, and current records related to program requirements including pupil assessment, placement, progress, services provided, compliance filings, and billings in order to meet Federal, State, and District mandates and audits.

Maintain knowledge of Federal and State mandates regarding special education pupil rights; interpret these and other legal issues as appropriate for District staff, parents and community agencies; investigate and respond to alleged complaints and violations related to special education program issues.

Monitor non-public schools and non-public agencies for compliance with appropriate legal requirements, State mandates and regulations, District policies and procedures, as well as standards for curriculum and graduation requirements.

Prepare documentary evidence and present the District's legal position at mandatory resolution meetings, mediations, and due process hearings.

Collaborate with District and site stakeholders to select, assign, train, and evaluate performance of certificated and classified staff.

Assist in planning and developing the Department needs to include recommendations for staffing and facilities; monitor compliance with regulations and expenditures; facilitate requests for instructional materials, supplies and equipment.

Develop and manage a budget for assigned region or cross-regional assignment.

Meet with a variety of local and State individuals, groups, and committees regarding special education service issues.

Operate a variety of office equipment including a computer and assigned software.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Oral and written communication skills.

Experience working with/for a non-profit entity or foundation.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, and policies of non-profits.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Train and supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain comprehensive reports.

Maintain consistent, punctual and regular attendance.

The ability to read and analyze a variety of materials.

**DEVELOPMENTAL CHARACTERISTICS:**

Maintains an outward mindset toward others.

Honesty

Integrity

Able to function at high levels within complex, and rapidly changing conditions.

Positive attitude.

Creative problem solver.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: Advanced training with a minimum of five (5) years related experience in the education of at-risk youth or students with exceptional needs. Specialized, in-depth knowledge of one or more areas of major disabling conditions or interventions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class C driver's license.

Valid Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential required with base credential in one or more of the following areas depending on program specialty:

- Special Education
- Health Services
- Clinical Services
- Pupil Personnel Services

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Itinerant with a variety of environments including office, classroom, conference room and outdoor spaces at multiple sites.

Drive a vehicle to conduct work.

Variable hours, which may intermittently include evenings and weekends.

**BOARD APPROVED:**