

	<b>POSITION DESCRIPTION</b>
<b>Title: Program Specialist</b>	
<b>Department: Special Services</b>	<b>FLSA Classification: Exempt</b>
<b>Bargaining Unit: None</b>	<b>Work Year: 203 Days</b>
<b>Reports to: Director / Coordinator, Special Services</b>	<b>Board Approval Date: Pending</b>

**Salary Grade: Scheduled Management Salary Schedule – Range 29**

**Primary Function:**

Under the direction of the Director/Coordinator of Special Services, the Special Education Program Specialist plans, coordinates, and directs activities regarding special education students; insures the implementation of the Individuals with Disabilities Education Act (IDEA); assists in developing and implementing the special education programs; assists in ensuring that students are provided with a full range of education options; supervises and evaluates assigned special education staff and participates in development and delivery of staff development activities.

**Essential Job Responsibilities include, but are not limited to the following:**

1. Assists with cost management on assigned programs.
2. Works as part of Special Services leadership team.
3. Consults with and assists resource specialists, designated instructional services instructors, special education classroom teachers and regular classroom teachers regarding programs and service for students with disabilities.
4. Monitors and assists with referral, assessment, identification and placement of students with disabilities.
5. Provides in-service training and participates in the District and school staff development, research, program development and innovation of special methods and approaches for the needs of special education students.
6. Participates in assigned Individualized Education Program Team meetings providing administrator guidance.
7. Assists in monitoring site programs and record keeping ensuring compliance with state laws, the California Master Plan for Special Education, and the SELPA.
8. Interprets and applies applicable state and federal special education regulations.
9. Serves as a curriculum resource to special education and regular education staff.
10. Provides additional services such as program and staff development relating to innovation in special education.
11. Monitors and coordinates placements for students placed in out-of-district programs.
12. Evaluates assigned Special Education department non-certificated personnel.
13. Knowledge of and experience in Assistive Technology as used in special education.
14. Understands and uses confidentiality appropriately.

15. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of specialized curriculum and curricular development for students with disabilities.  
Knowledge of a variety of computer software applications.

**Education and Experience** *Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### ***Education:***

- Masters Degree from an accredited college or university with an emphasis in special education or closely related field.
- School Psychology experience preferred.

### ***Experience:***

- Five (5) years of experience, including experience in staff development and in-service training
- Bilingual Spanish/English is highly desired

### ***Credentials***

- Appropriate valid California Teaching Credential or California Pupil Personnel Services Credential, or other Clinical Service type Credential.
- Other Field Experience or training which is deemed to demonstrate a depth of knowledge, expertise and understanding of the laws and measures of Individuals with Disabilities Education Act (IDEA);

### **Licenses/Certifications:**

- Valid California Driver's License

### **Abilities/Skills**

1. Ability to relate on a personal level while maintaining professional objectivity.
2. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.
3. Ability to prepare complete and concise verbal and written reports.
4. Establish and maintain cooperative and effective working relationships with others
5. Use tact, patience, and courtesy
6. Demonstrates willingness to work with staff, parents, administration and community groups
7. Knowledge and competency in various technologies
8. Propensity for fostering a culture of high expectations and confidence in student success
9. Communicates effectively orally and in writing and establish and maintain cooperative and effective working relationships with others.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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