

PROGRAM SPECIALIST

PRIMARY FUNCTION:

Under the immediate supervision of the Director, Special Education/Student Services, the program specialist is responsible for technical support of all special education programs.

Professional Responsibilities

1. Compile and analyze data as required.
2. Comply with state and federal guidelines regarding IDEA.
3. Maintain awareness and understanding of current educational trends and developments through professional literature, site and District meetings, and by attending conferences.
4. Maintain personal standards of grooming compatible with school, district and community expectations.
5. Maintain special education student records.
6. Maintain standard of promptness in carrying out assignments.
7. Meet obligations as specified by the Education Code and Board Policy.
8. Plan, implement and participate in District and department activities such as staff meetings and Professional Learning Community work.

ESSENTIAL FUNCTIONS:

Direct Service and Consultation

1. Assist District with Coordinate Compliance Reviews and SELPA activities.
2. Assist in the articulation of special education students between preschool, elementary, middle, and secondary schools.
3. Assist special education personnel in implementing and coordinating the services in the IEP.
4. Assist with special education curriculum development and implementation.
5. Observe, assist and consult with special day class teachers, resource specialists and designated instruction and student services personnel.
6. Participate as a member of IEP teams as appropriate.
7. Participate in staff development, program development and innovation of special methods and approaches.
8. Plan programs, coordinate curricular resources and assist in evaluating the effectiveness of programs for individuals with exceptional needs.
9. Provide coordination, consultation and program development in areas of expertise.
10. Responsible for assuring special education students have full educational opportunity regardless of the district of residence.
11. Serve as a resource in the identification, selection, and use of instructional materials.
12. Serve as liaison for out-of-District special education students and services as requested.

Other Duties and Responsibilities

1. Assume other such responsibilities as may be assigned by the Special Education Coordinator or Director, Special Education/Student Services.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and classroom performance.

EXPERIENCE/EDUCATION/CREDENTIALS:

Five (5) years of highly successful classroom teaching. Must hold a valid California special education credential and have a Master's degree. Must have advanced training and related experience in the education of individuals with exceptional needs.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training restrain students who are becoming physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Lifting to assist students; lifting to move equipment and materials.
- Seeing to read, prepare and review a variety of activities and to monitor student health and activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around offices, campuses, and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.