

## 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.

### **ESSENTIAL FUNCTIONS:**

#### Professional

1. Meet obligations as specified by the Board of Education and Education Code.
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. Plan, implement and participate in District and department activities such as staff meetings and Professional Learning Community work.
5. Maintain special education student records.
6. Compile and analyze data as required.
7. Maintain standard of promptness in carrying out assignments.
8. Maintain personal standards of grooming compatible with school, district and community expectations.

#### Direct Service and Consultation

1. Observe, assist and consult with general education, special day class teachers, Specialized Academic Instructors and designated instruction and services personnel.
2. Model appropriate instruction and management of special education groups or classes. Coach teachers on improving their practice.
3. Plan programs, coordinate curricular resources and assist in evaluating the effectiveness of programs for individuals with exceptional needs.
4. Assist with special education curriculum development and implementation.
5. Provide coordination, consultation and program development in areas of expertise.
6. Responsible for assuring special education pupils have full educational opportunity regardless of the district of residence.
7. Plan, lead and participate in staff development, program development and innovation of special methods and approaches.

8. Serve as a resource in the identification, selection, and use of instructional materials.
9. Participate as a member of IEP teams as appropriate.
10. Assist special education personnel in implementing and coordinating the services in the IEP.
11. Assist in the articulation of special education students between preschool, elementary, middle school, and secondary schools.
12. Assist district with compliance audits and SELPA activities as appropriate.
13. Serve as liaison for out-of-district special education students and services as requested.
14. All other related duties as assigned.

#### **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.

Work confidentially with discretion.

#### **WORKING CONDITIONS:**

Environment:

Indoor and outdoor work environment.

Physical Abilities:

Sitting or standing for extended periods of time.

Walking extended lengths to move around offices, campuses, and community.

Bending at the waist, kneeling or crouching to assist students.

Restrain students who are becoming physically aggressive.

Hearing and speaking to exchange information and make presentations.

Seeing to read, prepare and review a variety of activities and to monitor student health and activities.

Lifting to assist students; lifting to move equipment and materials.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.