

<b>Position:</b>	<b>Program Specialist, Special Education</b>	<b>FLSA:</b>	Exempt
<b>Department:</b>		<b>Pay Grade:</b>	Administrative Mgmt.
<b>Reports To:</b>	Special Education		Salary Schedule
<b>Duty Days:</b>	SELPA Director, Area Assistant Superintendent		

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**SUMMARY**

Provide support to parents, teachers, administrators, and specialists in area of expertise to ensure a free, appropriate public education for students eligible for special education and related services under Federal and State laws, Individuals with Disabilities Education Act (IDEA).

**NATURE AND SCOPE**

Responsibilities include support and supervision of specific special education programs and staff throughout the District.

**DISTINGUISHING CHARACTERISTICS**

To enable special education students to utilize their educational opportunities by providing appropriate programs to meet their individual educational needs.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Observe, consult with, and assist resource specialists, designated instructional services instructors, resource specialists, special class and regular class teachers, administrators and parents to meet the educational needs of disabled students eligible for special education services under IDEA;
- Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for eligible disabled students.
- Develop, implement and/or participate in staff development, program development, and innovation of special methods and approaches;
- Provide coordination, consultation and program development primarily in one specialized area or areas of expertise.
- Facilitate the development of programs to assure that pupils have a full range of educational opportunities as deemed appropriate by their individualized educational plan (IEP);
- Assume responsibility for reviewing IEP's of students who move into the District and facilitate appropriate interim placements;
- Monitor and assist in developing and reviewing IEP's as needed;
- Assist in recruiting personnel for special education teaching and specialist positions;
- Coordinate and plan with outside agencies to facilitate individual transition plans of students with exceptional needs;
- Provide input for budget and monitoring budget in area of expertise;

- Promote, coordinate and disseminate communication between staff, teachers, students and community as appropriate.
- Participate as a member of the Special Education and Psychological Services Management Team.
- Stay current in new research, methodologies, technology related to area of expertise and special education law.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires thorough understanding of State and Federal laws pertaining to special education.

**Abilities:** Must be able to communicate effectively with special education staff, other school and District staff, parents, agencies and community members. Requires ability to demonstrate expertise in area of specialization (i.e. Language-Speech, RSP, SDC, Severe Disabilities, Low Incidence). Must be able to work effectively on a team to develop and implement a final product. Requires ability to motivate staff performance effectively in their specific areas of responsibility. Must be able to mentor staff through consultation and collaboration skills as well as modeling expected skills and behavior.

**Physical Abilities:** Requires being able to drive a car to visit various schools throughout the District. Must be able to sit in meetings for a lengthy period of time.

**Education and Experience:** . Position requires five (5) years experience in the special education area of expertise (i.e. Language-Speech Therapist, SDC or RSP teacher). A Master's Degree in area of expertise is desired. Holding an Administrative Credential or working on one , is preferred.

**Credential Requirements:** Valid California Credential in area of expertise. Certificate of Clinical Competency and License to Practice Speech Therapy is desired if language-speech is area of expertise. Administrative Credential Preferred.