

Position:	Program Specialist Community Ed	FLSA:	Exempt
Department/Site:	Curriculum	Salary Grade:	01-05
Reports to/Evaluated by:	Associate Superintendent, Curriculum	Salary Schedule:	Adult Ed.

SUMMARY

Under the general supervision, assists the Associate Superintendent, Curriculum, in the implementation of the Special Education Local Plan initiative. Assists in the design, implementation, and compliance with Federal and State laws. Exercises independent judgment and discretion in providing technical and program support. Communications and interactions extend beyond immediate peer group to members of the public in both formal and informal settings. Requires tact, diplomacy and consideration to communicate on sometimes sensitive issues.

DISTINGUISHING CAREER FEATURES

Program Specialists is a program support position with a particular area of specialization. To function at this level, the incumbent must have a thorough knowledge of Federal and State programs, requirements and training. Must have an understanding of special education curriculum needs as it supports the District's short and long term goals. Advancement would require additional education or formal degree plus advanced knowledge and abilities working with this project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consults, assist, and communicate with designated instructional services, administrators, personnel, outside organizations, and the public to coordinate activities and programs, exchange information, resolve issues or concerns, and meet the educational needs of disabled students eligible for special education services under IDEA; Implement Child Find services.
- Facilitate the development of programs to assure pupil's educational opportunities as deemed appropriate by their Individualized Educational Plans (IEP). Design programs, coordinate communications, personnel and resources, and evaluate the effectiveness of resources to meet the educational needs of the students to assure smooth and efficient activities; visit District sites to monitor activities; collaborate with administrators, personnel and outside agencies in the development and implementation of designated language/speech program, functions, goals, objectives, and services.
- Develop, organize, facilitate, and participate in the implementation of training sessions and other staff development activities as assigned and/or related to Language/Speech for the purpose of assisting staff in implementing appropriate special education programs; prioritize staff development opportunities within and outside District; oversee the preparation and distribution of related training and support materials.
- Assists in the preparation of special needs education program budgets. Submits budget recommendations, monitors expenditures.
- Assists in the maintenance of required program documentation. Assists in the maintenance of accurate records and files.

- Facilitates the monthly meetings of the District's Special Education Task Force.
- Promotes the program through special events, publications and media productions. Coordinates the production of program materials.
- Coordinates annual program evaluations.
- Attends conferences, workshops, and meetings and participates in other staff development activities that relate to special needs.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and skills: Position requires a thorough knowledge of the culture and needs of CUSD students and families. Considerable knowledge of the District and department goals, objectives and procedures and familiarity with the relevant laws and regulations is essential. Requires knowledge of public and private agencies and community resources. Must have strong communication, public relations and customer relations skills. Requires an understanding of the principles and practices of individual and group dynamics. Requires strong clerical and technical writing skills.

Abilities: Requires the ability to influence others and lead them towards the accomplishment of the program goals and objectives. Must have independent decision making skills. Must be able to communicate with District employees and community members. Requires the ability to write reports, program grants and other correspondence and documentation as required. It is essential for this position that the incumbent be able to communicate with others inside and outside the school setting on a professional level. Work is performed in an office setting, presenting minimal exposure to health or safety hazards. Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words. May travel to school and community sites. Requires normal hearing and speaking skills to communicate with staff and students. Requires strong oral and written communication skills. Personal initiative and organizational skills are a must.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's Degree in Communicative Disorders, Special Education, or other related field of study; supplemented by three (3) years of experience involving clinical services, health services, or closely related field. Any equivalent combination of education, training and experience.

Credential Requirements Valid Driver's License. Certified Clinical Competency (CCCs). CA license in Speech Pathology.