

SPECIAL EDUCATION PROGRAM SPECIALIST**DEFINITION**

Under direct supervision of the Director of Special Education or designee, the Special Education Program specialist utilizes advanced training and related experience in the education of individuals with exceptional needs to provide support and consultation to school sites and staff. Prime responsibilities of the program specialist include: pupil and staff support, consultation, curriculum development and staff development in the area of special education.

MAJOR RESPONSIBILITIES:**Pupil and Staff Support**

- Participates in placement and review meeting in an advocacy role for students, teachers, and/or parents
- Participates in the development of Individual Family Services Plans (IFSPs) and/or Individualized Education Programs (IEPs) for exceptional students
- Acts as a resource/liaison to IFSP/IEP teams and other personnel in preparation for and follow-up of placement assessment
- Serves as a support to parents for understanding of the placement recommendations on the IFSP/IEP
- Provides assistance to special educators in documenting and evaluating student progress
- Provides direct instructional support to students and/or parents, as appropriate
- Provides support to facilitate transitions

Consultation

- Provides consultation to personnel in selection and utilization of appropriate assessment instruments and techniques
- Provides consultation to personnel on innovative instructional methods, strategies, and materials
- Provides consultation regarding legal requirements
- Provides consultation to administrators and general and special educators in accommodating modifying general education programs to serve all students

- Coordinates special education committees and assists in development of policies and procedures for special education programs
- Provides consultation to staff regarding specialized areas, as determined by supervisor

Staff Development

- Designs staff development activities based on data collected through needs assessment
- Implements staff development programs and training activities
- Provides resources needed for staff development a activities
- Provides formal and informal in-services with individuals and small or large groups
- Locates and trains educators to share expertise and individual projects for personnel development
- Networks with additional resources for staff development offerings: State Dept. of Education, institutions of higher learning, other program specialists, regional coordinating counsel, community resources, local, county and state agencies, and professional associations.

Other Major Responsibilities

- Acts as liaison to the community advisory committee, California Children's Services, Regional Center and other agencies
- Participates in development of parent education programs
- Communicates special education activities and information through newsletters, notices, memos, etc. to parents and staff
- Assists in special education program evaluation activities
- Other related duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, theories, methods, techniques, and strategies pertaining to educational trends, core and alternate core curriculum and strategies for implementation as related to disabilities
- Typical and atypical child growth and development
- Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to children with special needs, including full inclusion

- Behavioral management and behavior shaping strategies, techniques and methods
- Skills related to conflict resolution procedures
- Socio-economic and cultural background differences of the school population
- Techniques, strategies utilizing assistive technology and resources for students with identified needs

Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching, instruction, and behavior management program for children with severe needs
- Provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social, emotional and behavioral needs
- Effectively assist in the assessment of the educational needs of children with severe needs, and in the design, development, and implementation of individual education plans
- Perform research and development activities pertaining to curriculum and instruction programs, pilot projects, and innovative programs designed to enhance pupil educational opportunities and experiences for children with special needs

EDUCATION AND EXPERIENCE:

Minimum Requirements:

- Must hold a California credential authorizing service as a general education teacher with Special Education Authorization, special education specialist or school psychologist, or speech and language pathologist.
- At least three years' experience in public education as a general education teacher with special education experience, special education specialist, or school psychologist, or speech and language pathologist.
- Administrative Services Credential.

Desirable Requirements/Experience:

- An earned Master's Degree in Special Education or related field is desirable.
- Knowledge of and experience with special education programs for children with mild/moderate/severe needs

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for a minimum of 3.75 hours
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Able to work with cleaning solutions, disinfectants and sanitizes in a safe and effective manner without allergic reaction
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.