



# Santa Barbara SCHOOL DISTRICTS

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Date: April 22, 2009  
To: Dr. J. Brian Sarvis, Superintendent  
From: Dr. Kristine Robertson  
Subject: **Approval of the Job Description for District Program Specialist, Special Education**

Consent Agenda: X

### Background

As a result of the preliminary report on special education and recommendations regarding administrative reorganization from Fiscal Crisis & Management Assistance Team (FCMAT), the recommended job description for District Program Specialist is attached for approval. The Districts and the Santa Barbara Teachers Association met to review the job description, and made minor edits to some of the major duties and responsibilities. Dr. Alan Hilton and Mr. Ric Nargie, Interim Co-Directors, Special Education have also had an opportunity to add their input to the job description.

### Fiscal Impact

Certificated Salary Schedule

### Funding Source:

General Fund

### Recommendation

It is recommended that the board of education approve the attached job description for the position of District Program Specialist, Special Education.

<b>Attachment(s)?</b>	<input checked="" type="checkbox"/>	<b>Yes</b> (if so, please attach)	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Consultant
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# SANTA BARBARA SCHOOL DISTRICTS

## DISTRICT PROGRAM SPECIALIST, SPECIAL EDUCATION

**CLASSIFICATION:** Certificated Position  
**SALARY LEVEL:** Current Placement on the Certificated Salary Schedule  
**WORK YEAR:** 195 days

### PRIMARY FUNCTION

To provide training and support to special education staff and school site staff related to special education. Ensures the implementation of services for all students with disabilities. The program specialist reports directly to a Director, Special Education.

### EXAMPLES OF DUTIES

#### Major Duties and Responsibilities:

- Maintains the integrity of the Special Education Department's vision and mission.
- Provides consistency in both procedure and practice through the district in all areas of special education.
- Provides assistance to the special education direct service staff in planning, organizing and coordinating services for students with disabilities.
- Maintains an open line of communication between parents and staff regarding the provision of special education services. (i.e. IEP's, programs, resources)
- Provides support to site teams in preparation for and during difficult IEP meetings.
- Provides site assistance and support regarding special education compliance issues.
- With direction from a Director, provides resources and support for site decisions regarding student placements to a more restrictive level, including but not limited to: resource specialist to special day class settings, district or regionalized and county programs, state school and/or non public school.
- Participates with staff in school site program development and innovation of special methods and approaches related to special education to ensure effective practices in instruction and compliance with federal and state laws.
- Assists in the planning and development of the program services delivery model in alignment with a continuum of services across all schools.
- Interacts with other district's to accommodate transition from elementary to secondary schools and ensure program continuity.
- Other duties as assigned.

### QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must have advanced training and related experience in the education of individuals with exceptional needs and be able to carry out each duty satisfactorily. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

#### Required Qualifications

Knowledge of:

- Principles, theories, practices, methods and techniques used in special education classroom instruction.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the Education Code and applicable Federal Laws.
- Current trends and research concerning students with exceptional needs.

**Ability to:**

- Prioritize work to meet schedules and timelines.
- Prepare narrative reports.
- Effectively plan, organize and implement appropriate support services.
- Exercise judgment and discretion in dealing with confidential matters.
- Work collaboratively with all stakeholders.
- Work independently with little direction.
- Understand and be sensitive to those of culturally and linguistic diverse backgrounds.

**Education:**

Valid Mild/Moderate or Moderate/Severe Special Education Credential, or other California Special Education Credential, Clinical Services Credential, Health Services Credential, or a school psychologist authorization.

**Experience:**

A minimum of five (5) years successful teaching experience in special education or related field.

**Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical agility to sit, stand, kneel, walk, push/pull, twist, turn, bend, stoop and to reach above the shoulders, and horizontally to retrieve files for extended periods of time.
- Possess manual dexterity.
- Visual ability to read a computer screen and printed matter with or without vision aids.
- Hearing sufficient to communicate in person and hold telephone conversations at normal levels.
- Speaking ability in an understandable voice with sufficient volume.
- Mental acuity to interpret and evaluate data, define issues, draw conclusions, and make valid judgments and decisions.
- Physical mobility sufficient to move about the office and school environments for sustained periods of time.
- Drive a vehicle to conduct work.

Board Approved: