



DISTRICT PROGRAM SPECIALIST – SPECIAL EDUCATION

QUALIFICATIONS: 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.

Must have 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.

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 changes in student placements 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.

EDUCATION AND EXPERIENCE: 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. A minimum of five years successful teaching experience in special education or related field.