

## SPECIAL EDUCATION PROGRAM SPECIALIST

### Definition

The Program Specialist for Special Education coordinates the activities relating to the placement of pupils in the special education programs assigned. The Program Specialist is a consultant to site and district staff and to parents in helping to implement the individual education plans for pupils as developed by the IEP teams.

### Supervision

The Program Specialist receives supervision from the SELPA Director and Administrator, Special Education. Program Specialists will supervise Special Education Technicians as well as staff assigned to provide services within their programs.

### Essential Functions

- Coordinate program and service recommendations with stakeholders
- Ensure compliance with state and federal regulations, reporting requirements with Department of Education, and department policies and procedures
- Participate in the development of IEP's and facilitate when needed
- Recommend additional resources for assessment when necessary
- Consult with and assist service providers
- Provide oversight and assistance to ensure effective programs and services
- Participate in staff development, program development and innovation of research-based methods and practices
- Provide coordination, consultation, and program development in the area of his/her expertise
- Ensure educational benefit for students receiving special education services
- Serve as resource to administrators, psychologists, other special education support staff, general education classroom teachers, and parents regarding program function, teacher evaluation, and state and federal mandates regarding special education.
- Act as liaison between special ed office, school sites and community agencies
- Complete administrative placements
- Represents LEA in offering FAPE based on IEP team recommendations regarding placement, program, and services
- Build consensus among IEP team
- Provide research based staff development opportunities, including planning and coordination of regular staff meetings
- Schedule and write IEP's as needed
- Coordinate and serve on committees
- Manage caseloads

- Coordinate transition
- Advocate for student with special needs and their families
- Address concerns from students, parents and staff
- Maintain statistical data, facilitate program projections, and make recommendations regarding staffing assignments
- Facilitate the development of positive relationships with students, parents, and district personnel
- Perform adjunct duties by mutual agreement
- Contribute to attainment of district and board of education goals.

Minimum Qualifications

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in the education of children with disabilities
2. Specialized in-depth knowledge in one or more major disabling conditions, core curriculum, and positive interventions
3. Demonstrate personal characteristics that are conducive to good communication and self-management
4. Willingness to abide by the rules and regulations of the Stockton Unified School District in a professional manner
5. Understanding of the unique needs of children, parents, specialists, teachers, administrators, other professionals, agency staff and the public
6. Demonstrate high standards of integrity, honesty, ethics, confidentiality and professionalism
7. Ability to express oneself effectively in public, in conference, and in writing
8. Ability to work harmoniously and effectively with administrators, teachers, and other staff members and district personnel.

Education and Experience

Appropriate credential and certification (if needed) as required by law, for area of expertise

Master's Degree in related field, highly recommended

At least two years experience and specialized in-depth knowledge in the area of oversight, knowledge of the disability, core curriculum, and instructional methodologies

Program Specialists will be assigned a particular area of oversight based on the needs of the special education department. Areas of oversight may include the following and include some or all life levels, preschool through young adult:

- *Mild/Moderate Disabilities – Special Day Classes and RSP Programs*
- *Language Speech and Hearing – Special Day Classes and DIS itinerant services*
- *Low Incidence Disabilities – Special Day Classes and Itinerant services*
- *Autism and Asperger's – Special Day Classes and General Education support*
- *Moderate/Severe Disabilities – Special Day Classes and Full Inclusion Programs*
- *Non- Public Schools*
- *Compliance and Complaints*

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs at waist height for short distances. Occasionally lift and/or carry up to 50 lbs at waist height, with assistance.
- Push/pull up to 100 lbs.
- Reach overhead, above the shoulders and horizontally, grasp.

