

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

PROGRAM SPECIALIST, SPECIAL EDUCATION

Title:	Program Specialist	Reports To:	Director of Special Education
Department:	Special Education	Work Year:	204 Days per year
Classification:	Certificated	Salary:	See Certificated Management Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the direct supervision of the Director of Special Education/SELPA, the Program Specialist coordinates, plans, directs and performs complex duties related to operating programs for students with exceptional needs in compliance with federal and state laws and regulations. Program specialists shall possess specialized in-depth knowledge of and be experienced in providing services for a variety of disabling conditions. Primary duties include interaction with district administrators, teachers, students and parents/care providers to support and facilitate the development and maintenance of quality services to disabled children and adolescents.

REPRESENTATIVE DUTIES:

- Observe, consult with and assist resource specialists, special class teachers, designated instruction and services personnel and other specialists. *E¹*
- Plan programs, coordinate curricular resources and evaluate effectiveness of programs for students with exceptional needs. E
- Coordinate, schedule and chair individualized education plan (IEP) meetings and ensure that reviews and reassessments are completed. E
- Demonstrate effective communication skills. E
- Develop and coordinate programs in specialized area(s) of expertise. E
- Assist site administrators in supervising and evaluating teachers of concern. E
- Assure district awareness that students with exceptional needs have full educational opportunities. E
- Assure compliance with federal and state laws pertaining to special education. E
- Inform, explain and answer questions regarding federal and state laws pertaining to special education. E
- Function as a cooperative and contributing member of a dynamic special education and district management team. E
- Provide in-service training in the area of department policies and procedures and in the area(s) of expertise. E
- Plan, organize and prioritize work activities, collect data and prepare required District/SELPA reports. E
- Attend staff and District meetings as required. E
- Perform other duties as assigned.

EDUCATION AND CREDENTIALS:

Must possess and maintain a valid California Administrative Credential.

Two (2) years of college-level work including course work in education or social sciences with comparable experience working with special needs youth, preferably in an educational or social service agency setting.

¹ *Essential duties as required by the American Disabilities Act*

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Federal and state laws pertaining to individuals with exceptional needs.
- The purpose and function of the local plan for special education.
- Policies and procedures involving the identification, assessment, review / reassessment and individualized program planning for individuals with exceptional needs.
- Technical aspects of area(s) of expertise.
- Effective principals and practices of supervision and evaluation.
- Parental rights and due process procedures.
- Assessment tools and methods for evaluating students with exceptional needs.
- Behavior intervention techniques and strategies.
- A variety of instructional strategies and methods.
- Interpersonal skills using tact, patience and courtesy.
- Mediation techniques used in working with difficult personalities and situations.

ABILITY TO:

- Work independently with high flexibility.
- Prepare and maintain files and other materials.
- Work well under pressure and with a variety of individuals; parent / guardians, clients, employers and various supporting agencies.
- Communicate effectively orally and in writing.
- Operate a variety of office equipment including a computer terminal.

WORKING CONDITIONS: ENVIRONMENT: School Sites. Valid California Driver’s License required.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	4
Extend/Flex Neck	3	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is in compliance with ADA requirements.