



Teaching • Understanding • Serving • Developing

Adopted 2015-2016

Range: EE

Classification: Management/Confidential

Job Description

Program Specialist

DEFINITION

Under the direction of the Director of Student Services, serves as a knowledgeable professional in the Individual Education Program (IEP) planning process. Observes, consults with and assists resource specialists, designated instruction and services instructors, and special class teachers. Plans programs, coordinates curricular resources, and evaluates effectiveness of programs for individuals with exceptional needs. Participates in each school's staff development, program development, and innovation of special methods and approaches. Provides coordination, consultation, and program development. Responsible for assuring that pupils have a full educational opportunity regardless of the district of residence.

EXAMPLES OF DUTIES –*Not all inclusive*

- Provides assistance to the special education teaching staff in planning, organizing, and coordinating staff functions.
- Assists site level administrators and/or the Director of Student Services in supporting, training, and coaching certificated and classified personnel within the specified program areas.
- Develops and coordinates the determination, delivery, and effectiveness of relevant in service/staff development activities for specific special education staff.
- Develops and/or coordinates effective and inclusive practices in instruction.
- Develops and/or coordinates the alignment and articulation of core curriculum and services between the District, SELPA, County special education programs, and non-public schools/agencies.
- Develops and/or coordinates the alignment and articulation of planned curriculum for extended school year.
- Assists as chairperson (administrative designee) or member of an Individual Education Program (IEP) Team as directed by Director of Student Services.
- Assists in the coordination of the development, selection, and/or procurement of curriculum materials, equipment, and training for community-based instruction and transition services.
- Assists in the planning, development, and implementation of program evaluation.
- Makes recommendations relative to the selection of new staff and placement of special education personnel.
- Provides direct services to individuals with exceptional needs on a consultant basis.

- Develops, implements, and revises behavior programs for identified students in accordance with best practice methodologies and procedures; provides ongoing monitoring of behavior programs, including individuals and group instruction.
- Develops data collection systems, monitors data collection, and provides programmatic recommendations based upon results.
- Develops and implements training sessions related to behavior programs, methodologies and procedures; provides behavior management demonstrations to staff; trains and directs special education Instructional Assistants as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Child development and developmental disabilities including, but not limited to autism spectrum disorders, emotional disturbance, intellectual disabilities, and other special education conditions with behavioral manifestations.
- DSM IV disorders and development of behavior intervention strategies appropriate to such disorders.
- Principles and best practices of instruction, curriculum, professional development, and assessment, in a Special Education setting.
- Techniques for developing a comprehensive behavioral assessments and behavioral intervention plans.
- Instructional techniques, materials, and methods for providing information and resources at professional levels.
- General and special education classroom instructional and management strategies and methodologies.
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.

Ability to:

- Read and write at a level sufficient for performance of assigned duties, including independently producing professionally written reports and documents.
- Plan organize, implement, and supervise individual behavior programs.
- Visit various work sites and inspect work in progress.
- Keep and compile complex records and reports.
- Establish and maintain effective working relationships with parents, district, and SELPA employees.

EDUCATION / EXPERIENCE

- Holds a valid K-12 California Special Education Credential(s), or a Pupil Personnel Services Credential: School Psychologist Authorization.
- Advanced training and related experience in the education of individuals with exceptional needs.
- Experience in performance of functional behavior assessments, functional analysis assessments, development of behavioral plans and training and use of emergency behavioral interventions.
- Experience and training in a variety of appropriate curriculum, instruction, classroom management and intervention techniques (e.g. communication training, picture exchange

communication system, Natural Language Paradigm, Pivotal Response training, relationship-based intervention, TEACHH, social skills training, positive behavior, intervention training, Applied Behavior Analysis, and discrete trial training).

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders
- Lift light objects, ability to lift, carry, push/pull up to 25lbs on a regular basis and up to 40 lbs. occasionally.

TERMS OF EMPLOYMENT

- 205 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.