

EAST SIDE UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION – PROGRAM SPECIALIST

1. BRIEF DESCRIPTION OF POSITION

Under the direction of the Special Education Administrator, and as defined by Ed. Code 56368, the Program Specialist's responsibilities will be related to the development, implementation and evaluation of programs, curricula, staff development and the Individualized Educational Plans for all identified special education students. Program specialists will consult with school site certificated personnel to ensure district compliance with special education law.

2. MAJOR DUTIES AND RESPONSIBILITIES

2.1 Identification and Assessment

- 2.1.1 Serves in complex cases as administrative designee of the IEP team in assessment, planning and identification of students with exceptional needs.
- 2.1.2 Evaluates and monitors the progress of selected pupils with exceptional needs through observation and/or appropriate assessments; prepares written reports of findings.
- 2.1.3 Develops assessment plans for students being considered for special education certification.

2.2 Program Consultation, Coordination and Evaluation

- 2.2.1 Assists Special Education Administrator and Special Education staff with program development, coordination and evaluation.
- 2.2.2 Plans programs, coordinates curricula resources and evaluates appropriateness of programs for special education pupils.
- 2.2.3 Observes, consults with, and assists Resource Specialists, Designated Instruction and Services staff, Special Day Class teachers and special education aides to ensure that the district meets its legal obligations to all special education students and parents.
- 2.2.4 Consults with school site administration to ensure compliance with state law in disciplining and transferring.

2.3 Individual Education Plan Implementation

- 2.3.1 Provides consultation to special education teachers, administrators, support personnel, parents and regular teachers regarding the writing and implementation of Individual Educational Plans.
- 2.3.2 Provides inter-agency liaison services including the monitoring of IEP's between the district and non-public schools, county-operated programs and other school districts to assure appropriate educational services for pupils with exceptional needs.
- 2.3.3 Serves as administrator designee in IEP meetings which may require substantial allocation of additional human and financial resources of the district.

2.4 Staff Development

2.4.1 Assists in the planning, implementation and provision of district and SELPA V in-service programs for special education and regular education staff, parents and volunteers.

2.4.2 Participates in the development or innovative instructional and behavioral intervention methods to meet the exceptional needs of pupils.

3. OTHER DUTIES AND RESPONSIBILITIES:

3.1 Participates in selected SELPA V regional task force activities and the establishment of SELPA-wide programs.

3.2 Provides information to parent groups and community agencies regarding special education programs, services and procedures.

3.3 Maintains current knowledge of regulations and procedures related to programs and services for pupils with exceptional needs.

3.4 Attends, as appropriate, district and SELPA V meetings.

3.5 Maintains professional competence through participation in staff development activities provided and supported by the district, SELPA and other professional growth activities selected by the employee.

3.6 Performs other duties as assigned by the Special Services Administrator.

4. QUALIFICATIONS:

4.1 Credential: Credentialed as a school psychologist and/or teacher specialist in one of the following areas: learning handicapped, communicatively handicapped, severely handicapped, or physically handicapped.

4.2 Degree: Master's Degree preferred.

4.3 Experience: three (3) years teaching experience as a special education teacher and/or resource specialist desirable.

5. SUPERVISION EXERCISED OR RECEIVED:

5.1 The Program Specialist is directly responsible to the Special Education Administrator.

6. EVALUATION:

6.1 Annually by the Special Education Administrator.

7. COMPENSATION:

7.1 Appropriate placement on the salary schedule.

8. WORK YEAR:

8.1 Teacher work year plus one (1) week before school starts and one (1) week after school is out.