

## SCOTT'S VALLEY UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### ASSIGNMENT

Title and Classification:	<b>PROGRAM SPECIALIST</b> Certificated
Department/Office:	District Office
Terms of Employment:	186 Days (includes two professional development days)
Supervisor:	Director of Student Services
Salary Range:	Program Specialist Salary Schedule

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*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

#### **GENERAL DESCRIPTION**

Under the direction of the Director of Student Services the Program Specialist shall provide assistance to Special Education teachers, providers of Designated Instruction and Service (DIS) and general education staff. He/she shall assist in assuring that students shall have full educational opportunities; this can include general education students, students with 504 plans or IEP's. The Program Specialist works to upgrade existing programs by providing observation, assistance or consultation; assists teachers, DIS providers and other staff in a collegial relationship which facilitates and nurtures the learning model within the special and general education settings in which students with special needs are served.

#### **BASIC FUNCTIONS, RESPONSIBILITIES, EXAMPLES OF DUTIES:**

- Observe, consult with, and assist resource specialists, DIS staff, special day class teachers and general education staff working with special needs students
- Provide information and leadership to staff to assure compliance with special education laws and regulations
- Provide support to new and inexperienced special education staff in the area of behavior management, classroom management, curriculum, methodologies, etc.
- Recommend and plan programs for students with special needs; assist in securing transportation, equipment, support services
- Coordinate curricular resources and evaluate effectiveness of programs for individuals with special needs
- Be responsible for assuring that pupils have full educational opportunity
- Provide case management for non-public schools/non-public agencies and other students
- Serve as a member of the IEP Team when appropriate, and as administrative designee
- Research and recommend alternative placements; coordinate placement recommendations when requested

- Facilitate coordination of general education with special education programs
- Provide for effective articulation amongst the various special education program/classroom options both within and outside the District
- Assist in the development and coordination of special education curriculum, materials and instructional resources
- Coordinate the development of behavior intervention plans
- Maintain general knowledge of current placement information in special education programs
- Maintain data needed by the Special Education Department for planning, coordinating, implementing and monitoring programs and procedures in the District and SELPA
- Act as liaison to assigned organizations
- Provide leadership and support with activities associated with the self review
- Provide leadership and support to school sites with regard to 504s

**As time and resources are available and in consultation with the Director of Special Education:**

- Participate in District staff development, program development and innovation of special methods and approaches; provide coordination, consultation and program development
- Assist in the development and implementation of staff and parent training
- Provide ongoing consultation, training, and guidance on the use of new and innovative methods, strategies, and materials used to enhance the educational progress of special education students
- Assist Director of Student Services in clarification, prioritization, and implementation of department goals and plans
- Perform related duties as assigned by the Director of Student Services.

**QUALIFICATIONS**

**Knowledge of:**

- Policies and procedures, including attendance procedures and special program requirements
- Laws and regulations with regard to Special Education
- Writing and implementing IEPs and 504 plans
- Best instructional practices involved in the teaching of students with special needs
- Principles of organization and management
- Behavior management and techniques used with special needs populations
- Child guidance principles and practices, especially as related to students with learning disabilities, developmental delays, and autistic behaviors
- Basic instructional methods and techniques; curriculum development for students with special needs
- Practices related to full inclusion
- Mediation and conflict resolution techniques; team building and group process
- Program design for students on the autism spectrum

**Ability to:**

- Communicate effectively with a wide variety of people including staff, students and parents, and agency staff both orally and in writing
- Make sound decisions based on the process of evaluation, determining and selecting alternatives
- Think independently, and know when to refer and defer to the Director of Student Services
- Plan, organize and chair meetings and conferences
- Demonstrate a high level of understanding and practical application of the major learning theories as they apply to student development
- Demonstrate strong consultative and/or teaching skills
- Identify current issues and trends and utilize research about program improvement and implementations
- Coordinate Extended School Year program and placements
- Facilitate process and appropriate placement in NPS/private/County programs
- Participate in program development, improvement, effectiveness, innovation of special instructional methods
- Assist in professional development activities for special education staff and for regular education staff working with special needs students
- Develop rapport and relate to students with physical, mental or learning disabilities
- Observe placements and assess effectiveness
- Work confidentially and with discretion

**Education and Experience:**

- Valid credential authorizing special education services or pupil personnel services
- Minimum of five years of successful teaching experience in general and special education
- Administrative Credential desirable
- Masters Degree in Education from an accredited college or University
- Relevant extended training and professional development may be substituted for a Master's Degree

**PHYSICAL ABILITIES**

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy objects up to 50 pounds.

While performing the duties of this job, the employee may be exposed to erratic behavior, tantrums or aggression on the part of a student. The employee may sometimes work out of doors; subject to weather conditions. The noise level in the work environment is usually moderate.

Board Approved: June 13, 2006

Revised: August 24, 2007, August 1, 2010