

**JOB DESCRIPTION**                      **JOB TITLE: *Special Education Program Specialist - (2615)***

**Job Summary:**

The Special Education Program Specialist assists special day class teachers, resource specialists and general education classroom teachers; consults, coordinates, plans programs; and provides curricular resources for, and assesses the effectiveness of, the programs for students with exceptional needs. The Special Education Program Specialist shall also participate in inservice training, research, program development, and innovation of special methods and approaches. The Special Education Program Specialist may also be responsible for appropriate identification, assessment and educational programming for special education students.

**Essential Job Functions:**

- ▶ Manages difficult cases to assure appropriate special education services are provided.
- ▶ Designs and assists with the implementation of intensive programming for students to ensure that students receive an appropriate instructional program.
- ▶ Insures due process requirements are met to complete the appropriate development of Individual Education Plans.
- ▶ Encourages innovative, special methods, approaches and programs to assure that students receive an appropriate instructional program.
- ▶ Provides inservice presentations to assist school and staff to develop appropriate programs for students.
- ▶ Insures mainstream programming to the maximum extent possible and supports core curriculum modifications.
- ▶ Reviews individual education programs of special education students to confirm the program is on-task or to make changes.
- ▶ Facilitates initial IEP's to insure that the instructional program focuses on reading and core curriculum.
- ▶ Cooperates with other agencies to assure a coordinated approach to meet individual students' needs.
- ▶ Facilitates research to develop special projects.

**Essential Job Requirements - Qualifications:**

**Experience Required:**

- ▶ Three years of teaching experience in special education.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Knowledge of:**
  - due process rights and procedures
  - regular education curriculum, specialized curriculum and curriculum modifications
  - effective interpersonal communication techniques
  - IEP process
  - Agency services available in the educational planning for students with exceptional needs
  - behavior modification strategies
- ▶ **Skills to:**
  - speak effectively
  - demonstrate effective teaching strategies
- ▶ **Ability to:**
  - identify, assess, conduct IEP meetings and facilitate a program for students with special needs
  - provide inservices to staff, agencies and others
  - interact effectively with parents, staff, agencies, and others
  - collaborate and coordinate with others to provide comprehensive services for students.

**Education Required:**

- ▶ Masters Degree in Special Education or related fields.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Valid Teaching Credential authorizing service with special education students.

**Other Specialized Requirements:**

- ▶ Specialized knowledge of special education students.
- ▶ Experience should include application of diagnostic/prescriptive techniques, inservice training of professionals and parents, and participation in the Individualized Education Program meetings.

**FLSA Status: Exempt**

**April 2007**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.