

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Program Specialist, Special Education	Reports To:	Director, Special Education
Department:	Student Support Services/Special Education	Classification:	Management - Certificated
Work Year:	10.75 Months	Salary:	Management/Supervisory Salary Schedule

Basic Functions:

Under the direction of the Director – Student Support Services/Special Education, monitor regionalized and district programs to assure legal compliance; provide support to staff across the continuum of services; organize, assess and coordinate curricular resources to assure program effectiveness for special education students; observe, counsel and assist special education personnel in program development and innovation of instructional methods and approaches; collaborate with district and school personnel to design and implement professional learning opportunities; assist with student and staff placement and development; supervise and evaluate the performance of assigned personnel; represent the District at meetings and serve on committees as required.

Representative Duties:

- Assist the Director-Student Support Services/Special Education in the administration of special education programs; assure adherence to due process rights, procedural safeguards and established compliance standards.
- Maintain knowledge of state and federal legislation and regulations affecting special education services.
- Accept responsibility for the day-to-day management of special education programs at the sites where assigned and work closely with principals and site staff to meet the needs of staff, children and parents.
- Plan programs, coordinate curricular resources, and evaluate the effectiveness of programs for individuals served by special education programs.
- Coordinate the professional development needs of teachers, instructional assistants, administrators and other staff (procedures, current legislation, compliance and program modifications).
- Assist with the hiring, supervision and evaluation of special education personnel.
- Assist parents in understanding their legal rights with respect to special education programs and services.
- Serve as District representative at a variety of meetings and hearings concerning placement and progress of special education students; serve on committees and panels as required.
- Confer with teachers concerning the instructional needs of individual special education students; recommend appropriate resources and curricular modifications.
- Communicate with parents and site personnel to mediate and resolve special education issues and concerns related to placement, progress and special services.
- Assure the preparation and maintenance of records logs, reports, documentation and other State-mandated materials.
- Communicate with other school districts to coordinate pupil placement and services.
- Serve as site administrator for special education summer program; monitor curriculum and attendance and resolve parent/teacher concerns.
- Assist as requested in the evaluation of certificated staff; observe classroom activities and provide input to the director regarding teaching techniques; recommend innovations, materials and methods as appropriate.

- Assist as requested in preparation of the annual budget; submit request for equipment, instructional materials and supplies according to established guidelines.
- Perform related duties as assigned.

Knowledge and Skills Required:

- Operation of state and federally funded programs, regulations, requirements and restrictions
- Student and family mental health services
- Research and data collection and evaluation methods and procedures
- Staff development programs and techniques
- Applicable laws, codes, regulations, policies and procedures
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques
- Operation of standard office equipment, including a computer and assigned software

Ability to:

- Analyze situations accurately and adopt an effective course of action
- Learn District organization, operations, policies and objectives
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Facilitate/collaborate
- Conduct research and compile and verify data
- Plan, prioritize and organize work
- Maintain consistent, punctual and regular attendance

Education and Experience:

Any combination equivalent to: Advanced training with a minimum of five (5) years related experience in the education of special education severe/non severe students. Specialized, in-depth knowledge of one or more areas of major disabling conditions or interventions, experience in program management, classroom/teaching and/or experience with categorical programs. Masters degree in education, or a behavior science. A minimum of three years working with disabled students in an administrative capacity.

Licenses, Certifications and Testing Required:

Administrative Credential preferred
 Valid California Teaching or Behavioral Science Credential
 Fingerprint/criminal justice clearance
 Tuberculosis clearance
 Must possess or have ability to obtain a valid California Driver's License

Physical Requirements and Working Conditions:

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Must have the ability to meet multiple demands from several people.

Work Days: 205

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