



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Program Specialist – Special Education

Reports to: Director, Special Education and Auxiliary Services

Work Year: 195 days

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the direction and supervision of the Director of Special Education and Auxiliary Services, facilitates and monitors the implementation of District special education programs.

Employment Status: 1.0 Full Time Equivalent

Essential Functions

- Assist in the facilitation and monitoring of the implementation of District special education programs.
- Provide professional learning and support to District and site staff in the area of special education.
- Assist in the facilitation and monitoring of the appropriate delivery of services to students with exceptional needs/Students with disabilities (SWD).
- Provides assistance to the special education direct service staff in planning, organizing and coordinating services for students with disabilities.
- Maintains an open line of communication between parents and staff regarding the provision of special education services (i.e., Individualized Education Programs).
- Provides site assistance and support regarding special education compliance issues.

Non-Essential Functions

- Assists in the planning and development of the program services delivery model in alignment with a continuum of services across all schools.
- Provides support to site teams in preparation for and during designated/complex IEP meetings.
- Prepare reports and analyze data for special education programs.
- Assist in the planning and development of the program services delivery model aligned to a continuum of services across all schools
- Performs other duties, as assigned.

Working Conditions and Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

Environmental Demands:

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

Knowledge of:

- Applicable special education or prevention/intervention programs, laws, regulations, application, compliance and budget.
- Effective programs for special needs and at-risk students. Experience and skill in facilitating group decision and change.
- Research regarding special needs children and how they learn.
- Principles, theories, practices, methods and techniques used in special education classroom instruction.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Communicate effectively, both orally and in writing.
- Develop, write and implement comprehensive IEPs for special education students.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize work to meet schedules and timelines.
- Effectively plan, organize and implement appropriate support services.
- Exercise judgment and discretion in dealing with confidential matters.
- Work independently with little direction.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

Education, Training and Experience:

- A minimum of five years successful teaching experience in Special Education or related field.

Licenses and Other Requirements:

Valid Mild/Moderate or Moderate/Severe Special Education credential or other California Special Education credential.

Valid California Class C driver license.

FLSA Status:

Exempt

Board Approval:

October 11, 2016