



# Job Description

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Job Title: PROGRAM SPECIALIST – SPECIAL EDUCATION

A. Primary Function:

Under the direction of the Director of Student Support Services and in coordination with school level administration and staff, provide direct and indirect instruction, support, consultation and training in methodology and curriculum modifications to staff who work with students in the District who may be fully or partially included in a general education classroom and/or in special education Special Day Class or Resource Specialist Program with students with Autism Spectrum Disorder/behavioral difficulties.

B. Assigned Responsibilities:

1. Conduct and/or arrange formal and informal student assessment and participate in the development of students' individual education program (IEP).
2. Attend student IEP team meetings.
3. Participate in selecting and training instructional assistants.
4. Monitor needs of individual students and help develop positive behavioral and instructional intervention plans as needed.
5. Provide information for and disseminate information to staff working with children with autism and/or other behavioral and instructional issues.
6. Provide parent and staff inservices on relevant behavioral and instructional strategies.
7. Collaborate with instructional staff, outside agencies, and consultants to provide supervision of school-based and extended day programming.
8. Other duties as assigned.

Qualifications:

1. Pupil Personnel Services Credential with authorization in School Psychology or a valid teaching credential in Special Education preferred.
2. Minimum of three (3) years of teaching experience with students with autism or other behavioral disorders.
3. Specialized training and/or experiences in behavioral intervention strategies for students with special needs.

4. Board-Certified Behavior Analyst preferred.
5. Knowledge of relevant special education law and procedural safeguards.
6. Knowledge of team building and group process techniques.

E. License: Possess and maintain a valid California Driver's License (Class "C" minimum); provide evidence of insurance and remain insurable at the standard insurance rate.

F. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods or time; visually review and correct reports and document for accuracy; ability to operate a computer terminal and office equipment; lift light objects weighing up to 25 pounds; and kneel, bend at the waist, and reach to maintain and retrieve files.

G. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. While performing the duties of this job, the employee works in an office environment the majority of the time. The noise level in the work environment is usually mild. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range: Teacher Salary Schedule

Board Approved: April 19, 2011