



Pupil Personnel Services Program Specialist

DEFINITION:

Under the direction of the Director of Pupil Personal Services, the Pupil Personnel Services Program Specialist assists with the planning, development, organization, management and implementation of Pupil Personnel Services (PPS) department programs and services. This includes special education related programs and services, as well as other programs and services that fall under the supervision of the PPS department, including but not limited to: Attendance and the Student Attendance Review Team (SART)/ Student Attendance Review Board (SARB) process, health services, 504 Plans, homeless and foster youth services, suspensions and expulsions, and drug and tobacco use prevention programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as Local Educational Agency (LEA) representative at Individualized Education Plan (IEP) meetings, and serve as a member of IEP teams, as appropriate.
- Provide assistance with program development and program oversight for special education programs and other programs supervised by the PPS department.
- Provide consultation and support to special education staff around best practices in supporting students with special needs.
- Assist in data collection and monitoring compliance with state and federal laws related to special education and other areas under the supervision of the PPS department.
- Provide assistance in developing and maintaining District policies and procedures related to programs under the supervision of the PPS department.
- Help facilitate the transition process for 6th grade students with IEPs matriculating to middle school.
- Develop and facilitate training for district administrators and direct service personnel regarding special education and other pupil personnel services programs or supports.
- Serve as a liaison between the District and parent and community groups.
- Serve as liaison between the District, SDCOE, NCCSE and other public agencies as requested by the Director of Pupil Personnel Services.
- Assist the Director of Pupil Personnel Services with dispute resolution services for

families.

- Assist in the identification, selection, and use of instructional materials, curriculum and methodologies, including digital options.
- Assist in selection and supervision of staff, including support staff.
- Assist in placement and monitoring of students who require placement outside the District; and oversee the appropriate provision of services for EUSD students placed in out of district placements.
 - Assist staff in the use of web IEP system and the development of IEPs.
 - Evaluate progress of students and effectiveness of services provided.
 - Provide other services as directed by the Director of Pupil Personnel Services.
- Perform other related duties as assigned.

The representative duties listed above are illustrations of the various types of work the Pupil Personnel Services Program Specialist may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal and state legislation and regulations related to special education.
- Conflict resolution and problem-solving strategies.
- Positive behavior support strategies and best practices.
- Social, emotional, cognitive, physical, language, academic and psycho-motor forces in children that affect the learning process.
- Cultural, ethnic, and language variations in the selection and use of appropriate diagnostic tools designed to assist in formulating enrichment, prevention and remedial processes for children.
- Instructional programs and best practices in general and special education.
 - Effective staff development techniques.
 - Federal disability categories and their implications for educational planning.

- Current research, theory, and practices regarding curriculum, instruction and assessment
- Sophisticated data management and analysis.

Ability to:

- Effectively present information and respond to questions from a variety of school staff, parents and agencies.
- Demonstrate mastery skill in communicating in critical situations, orally, in writing, and in facilitating group processes.
 - Analyze and utilize data to make informed decisions.
 - Function as a collaborative team member in a variety of settings and situations.
 - Modify systems, procedures, and programs within area of responsibility.
- Use Standard English to communicate orally and in writing with large and small audiences.
 - Seek out necessary information, agencies and resources for specific situations.
- Establish and maintain cooperative and effective working relationships with diverse community.
 - Operate technology and software used by the District.

EDUCATION AND EXPERIENCE:

- Master's Degree from an accredited college or university with major course work in special education or related field.
- Valid California Teaching Credential with Special Education authorization or California Pupil Personnel Credential in School Psychology.
 - Valid California driver's license with own transportation and evidence of insurance.
 - California Administrative Services Credential.
 - Five years of successful experience in the field of special education.
 - Experience serving as a Program Specialist is desirable.

WORKING CONDITIONS:

- Perform work which is primarily in an office setting.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines).
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time
- Mobility to stand, stoop, reach, bend and kneel/crouch
- Lifting items up to twenty-five pounds