

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Director of Special Education, provides training/education/coaching for special and regular education staff members. The Program Specialist is responsible for promoting the improvement of instruction in order to increase the achievement of special education students in special and general education classes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Coordinate program and service recommendations with stakeholders.
- b. Ensure compliance with state and federal regulations, reporting requirements with Department of Education, and department policies and procedures.
- c. Participate and support Special Education teachers with the development of IEP's and facilitate when needed; ensure IEPs are legally compliant.
- d. Recommend additional resources for assessment when necessary.
- e. Consult with and assist service providers.
- f. Provide oversight and assistance to ensure effective programs and services.
- g. Participate in staff development, program development and innovation of research-based methods and practices.
- h. Ensure educational benefit for students receiving special education services.
- i. Serve as resource to administrators, psychologists, other special education support staff, general education classroom teachers, and parents regarding program functions, and state and federal mandates regarding special education.
- j. Act as liaison between special ed office, school sites and community agencies.
- k. Complete administrative placements.
- l. Represents LEA in offering FAPE based on IEP team recommendations regarding placement, program, and services.
- m. Build consensus among IEP team.
- n. Provide research-based staff development opportunities, including planning and coordination of regular staff meetings.
- o. Coordinate and serve on committees.
- p. Manage caseloads.
- q. Coordinate transitions.
- r. Advocate for student with special needs and their families.
- s. Address concerns from students, parents and staff.
- t. Maintain statistical data, facilitate program projections, and make recommendations regarding staffing assignments.
- u. Facilitate the development of positive relationships with students, parents, and district personnel.
- v. Contribute to attainment of district and board of education goals.
- w. Perform adjunct duties as assigned.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

- WORK YEAR:** Teacher's work year plus nine (9) days
- CREDENTIAL:** Special education credential or a clinical service authorization
- EDUCATION:** Master's Degree in related field, highly desirable
- EXPERIENCE:** Three years teaching experience is desirable
- SALARY:** Placement on the Teachers' Salary Schedule