

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, Special Education HOPE Infant Program

Purpose Statement

The job of Program Specialist, Special Education HOPE Infant Program is done for the purpose/s of facilitating and coordinating services to infants and toddlers with special needs and their families in four SELPAs in the San Diego area; providing information and serving as a resource to others.

Essential Functions

- Assists in the articulation of special education students between infant and preschool, transition services for the purpose of ensuring services are provided on a continuum basis and students have full educational opportunities provided, no matter what handicapping condition(s) exist.
- Assists SDOE staff in the identification, selection, and use of instructional materials, curriculum and methodologies for the purpose of providing supporting materials for direct service delivery to students.
- Collaborates with internal and external personnel (e.g. school districts' administrators, SDCOE, public agencies, community members, etc.) for the purpose of developing Interagency Agreements, coordinating services with Part C partners, and implementing and/or maintaining services and programs.
- Communicates with parents for the purpose of providing information and responding to questions related to special education, the provision of HOPE program services, local resources, district referrals and other issues as needed.
- Coordinates curricular resources and plans programs for the purpose of assisting districts in evaluating the effectiveness of programs for students from birth to age 3 with exceptional needs.
- Facilitates and participates in a variety of meetings (e.g. IFSP team meetings, articulation meetings, interagency and multi-disciplinary teams with HOPE, etc.) for the purpose of assisting special ed personnel with implementing and coordinating the services in the IFSPs.
- Maintains a variety of manual and electronic files and/or records (e.g. material orders, requisitions, due process materials, observation notes, committee meeting notes, articulation notes, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Observes, consults with, and assists special education staff for the purpose of providing follow-up of in-service training sessions and evaluating the need for additional training and observations.
- Plans and implements staff development and innovation of special methods and approaches for the purpose of addressing instruction of individuals with exceptional needs.
- Processes and analyze compliance and service data from a variety of sources for the purpose of supporting and assisting districts in monitoring compliance with state and federal laws.
- Provides consultation, program development and coordination of special ed services with district administrators for the purpose of providing LEA services and requirements for 0-3 year old.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of maintaining knowledge of current laws and regulations pertaining to individuals with exceptional needs.

- Supervises staff as necessary for the purpose of monitoring performance, providing for professional growth and achieving overall department objectives.

Other Functions

- Performs other related SELPA and SDCOE duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; applying curriculum and instructional techniques; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior patterns of learning disabled children; pertinent codes, policies, regulations and/or laws; conflict resolution; stages of child development; research-based techniques for educational services; and family-based assessments.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget.

Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: Applicants must possess, or be eligible for, at least one of the following: Education Specialist credential or a comparable credential in Early childhood Special Education or Clinical Rehabilitative Services; basic Pupil Personnel Services credential in School

Psychology, Counseling or Social Work. Possession of a California Administrative Services Credential is highly desirable. Prior experience in the use of student/data management systems is desirable.

Education and Experience:

Applicant must have knowledge of infant development, techniques and procedures for assessment of young children and infant curriculum. Applicant must also have basic knowledge of agencies/services available to young children with special needs and their families.

An advanced degree in education; a minimum of five years successful teaching and/or administrative experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in working with young children with a variety of needs and their parents.

Required Testing

Certificates

**California Education Specialist
Credential**

CPR/First Aid Certificate

**Driver's License & Evidence of
Insurability**

**Proof of required immunizations,
including Measles and Pertussis
vaccinations**

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 40

SLT Approval Date: October 11, 2016