

TITLE: Program Specialist

QUALIFICATIONS:

1. As set by the state board of education
2. M. A. Degree
3. Systematic graduate training in special education
4. Such other qualifications of academic, professional and personal excellence as the Board may specify.

REPORTS TO: Director of Special Services

SUPERVISES: Aides and volunteers assigned

JOB GOAL: To provide a district wide program implementation for compliance in Special Education Programs

PERFORMANCE RESPONSIBILITIES:

1. Implementation of procedures for identification, evaluation and placement.
2. Assists in curriculum development.
3. Monitors the Individual Education Plan of students.
4. Develops a comprehensive inservice program
5. Develops an effective Search and Serve program.
6. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed, for compliance with state regulations.
7. Interprets the objectives and programs of the special education services to administration and staff.
8. Consults with and advises principals, vice-principals, teaching vice-principals, special education support staff and teachers regarding special education services.
9. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, improved techniques and state and federal legislation regarding special education programs.
10. Other duties as required.

TERMS OF EMPLOYMENT: Regular school year, plus 15 days. Regular teachers' salary schedule plus 15 times daily rate.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel

12. Plans and supervises purposeful assignments for teacher aides and/or volunteers and, cooperatively with principal evaluates their job performance.
13. Performs basic attendance accounting and business services as required.

TERMS OF EMPLOYMENT: Ten month year. Salary and work year to be according to the current schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.