

OAK GROVE SCHOOL DISTRICT

JOB DESCRIPTION

I. TITLE OR CLASSIFICATION

Program Specialist – Special Education

II. POSITION DESCRIPTION

Under the direct supervision of the Director of Special Education provides assistance to teachers and support personnel in the appropriate placement of individuals with special needs. Monitors the implementation of special education services and assists in program development. Provides support to staff in the area of curricula, teaching, methodologies, community resources and in-service training to ensure compliance with legal mandates.

A. Major Duties and Responsibilities

1. Serves as a resource and liaison to IEP teams regarding placement and programming considerations Participates in development of IEPs in unique and difficult cases to assure appropriate services and programs are provided in the least restrictive environment
2. Maintains data needed by the Special Education Department for planning, coordinating, implementing and monitoring programs and procedures in the District and SELPA
3. Provides case management for non-public school (NPS) and students served in COE classrooms
4. Provides information and leadership to staff to assure compliance with special education laws
5. Performs other related duties assigned by the Director of Special Education
6. Aid in the planning, organizing, and coordination of the District Special Education program
7. Communicate effectively in oral and written form, utilizing a clear communication mode in ensuring understandable and thorough communication
8. Works closely with Psychologists regarding referral process, assessments, and behavior planning and management systems
9. Schedules, coordinates and implements Applied Behavior Analysis (ABA) Therapy Program throughout the district.

B. Specific Responsibilities (Subject areas, etc., if applicable)

Job Description
Program Specialist – Special Education (continued)

III. ORGANIZATIONAL RELATIONSHIPS

(Make a note of any mixed or shared responsibility for supervision and evaluation.)

- A. Supervised by: Director of Special Education
- B. Evaluated by: Director of Special Education

IV. MINIMUM QUALIFICATIONS

- A. Education Specialist Instruction Credential or Pupil Personnel Services Credential
- B. Board Certified Behavior Analyst (BCBA) Credentialed
- C. Previous Work Experience in Special Education (minimum 3 years)

V. DESIRED QUALIFICATIONS

- A. Biliterate: English/Spanish or English/Vietnamese