



PROGRAM SPECIALIST, SPECIAL EDUCATION

Basic function

To develop and coordinate all staff development activities, and assist in the improvement of teacher skills and student programs, for the Santa Barbara County Education Office, Special Education Program.

Supervision

Directly responsible to the Associate Superintendent, Special Education.

Representative duties

- Provide assistance to the Special Education teaching staff in planning, organizing, and coordinating staff functions, facilities, materials, and equipment purchase and use.
- Provide support to division staff to ensure IEP development and implementation aligns with current State and Federal Regulations.
- Serve as a member of the Support Team to assist in the coordination of Special Education services.
- Develop and coordinate the determination, delivery, and effectiveness of relevant in--service and/or staff development activities for Special Education staff.
- Develop and coordinate the determination, delivery, and effectiveness of relevant information sessions for parents of students served by the Special Education Division.
- Develop and/or coordinate effective practices in instruction.
- Develop and/or coordinate the alignment and articulation of core curriculum between districts and County Special Education Programs.
- Develop and/or coordinate the alignment and articulation of a planned curriculum for students in County Special Education Programs.
- Assist as chairperson (administrative designee) or member of an Individualized Education Program (IEP) Team as assigned by Special Education administrators.
- Assist in the coordination of the development, selection, and/or procurement of low- incidence materials and equipment.
- Assist in the planning, development, and implementation of program evaluation systems.
- Assist in training for and support of the implementation of statewide assessments.
- Make recommendations relative to the selection of new hire employees and placement of Special Education personnel.
- Assist in educating staff in relevant community-based and critical-skills methodology.
- Provide daily guidance to administrative support staff in the placement of substitutes to ensure teacher and paraprofessional positions are filled.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California Specialist Instruction Credential authorizing service in a Special Education program; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position. A minimum of 5 years of successful teaching experience in the field of special education is preferred.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.