



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 359
MANAGEMENT GROUP
MANAGER SERIES, SALARY RANGE 16
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POSITION TITLE: Program Specialist - Special Education

DEFINITION:

Coordinates and supervises all personnel assigned to programs serving LH, PH, CH, and SH within their geographical area.

DIRECTLY RESPONSIBLE TO:

Program Manager - Special Education

SUPERVISION OVER:

Certificated staff in area of responsibility and classified staff as assigned.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to):

1. Interviews and participates in the selection of candidates for special education teaching positions and shares joint responsibility with site administrators in the evaluation of special education teachers.
2. Formulates district policy and procedures for special education programs utilizing education code and Title V guidelines.
3. Develops, implements, and evaluates in service training programs for certificated and classed staff, both regular and special education and assumes responsibility for the ongoing development and evaluation for the special education curriculum.
4. Chairs IEP meetings, conducts student placements; monitors special education caseload and class size and coordinates transportation of special education students.
5. Serves as liaison to district office, district administrative councils, community agencies/services, state and county schools and services, private schools, state department of education/special education division and parent and professional groups.
6. Participates in due process hearings, complaint and compliance investigations and district self-review of compliance.
7. Supervises and implements special education program at school sites: observes in special education classrooms, evaluates educational plans, participates in parent conferences, works with individual students, provides diagnostic assessments, observes students integrated in regular classroom, conferences with regular education/special education teachers regarding student progress and conferences with principals, psychologists, and others.
8. Assists the program supervisors in planning budget requirements for special education programs.
9. Supervises, coordinates, and participates in the evaluation of special education groups and committees essential to the maintenance of programs. Coordinates with colleges and universities for visitations, observations, and student teachers.

10. Notifies parents of rights according to due process and reviews educational programs with parents. Makes presentations to professional organizations and groups as requested.
11. Coordinates the evaluation of the local special education programs in cooperation with the research and evaluation department.
12. Writes special education program goals and objectives in areas of responsibility. Plans and coordinates observations for visitors in special education programs.
13. Revises and updates current teacher handbook for special education programs and assumes responsibility for ongoing maintenance and evaluation of the special education instructional media center (IMC).
14. Performs other duties as assigned.

QUALIFICATIONS:

Training, Education and Experience: Must possess a supervisory or administrative credential and appropriate credential in special education or related area.

Knowledge and Skills: Knowledge of special education law, state master plan, and Title V regulations; knowledge of basic needs and limitations of students with exceptional needs and knowledge of regular education curriculum and programs; knowledge of special education curriculum, equipment, and other available resources; interpersonal communication skills and organizational skills.

Physical Characteristics: (Consideration will be given to reasonable accommodation) *Sufficient vision to read printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of a valid California driver's license; willing to work additional hours periodically; willing to travel locally.

Approved by Personnel Division
Adopted by Board: 7/27/76
Revision Adopted by Board: 11/14/85
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