

JOB DESCRIPTION
San Diego County Office of Education

Senior Program Specialist, Special Education

Purpose Statement

The job of Senior Program Specialist, Special Education is done for the purpose/s of facilitating and coordinating services to individuals with exceptional needs; assisting SDCOE and districts in evaluating the effectiveness of programs for individuals with exceptional needs; providing information and serving as a resource to support staff, teachers, classified staff, and administrators; and developing and assisting with the implementation of policies and procedures related to special education at the SDCOE and district levels.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Assists in the articulation of students receiving special education services transitioning between district and SDCOE schools (e.g. infant, preschool, kindergarten, elementary, middle school, and high school) for the purpose of ensuring legal compliance and services are provided on a continuum basis so students have full educational opportunities provided, regardless of ability or disability.
- Assists staff in the identification, selection, and use of instructional materials, curriculum and methodologies for the purpose of providing support for the provision of direct service to students.
- Assists special education administration in tracking and assigning teacher caseloads and school site assignments.
- Provides professional development and consultation to increase prevention strategies using a multi-tiered systems of support framework available to SDCOE and districts that promote positive school culture and climate and student health and wellness.
- Attends a variety of meetings, workshops, and legal conferences, collaborating with JCCS administrators, district administrators, SELPA administrators and state compliance officers for the purpose of serving as liaison and maintaining knowledge of and complete corrective actions associated with compliance issues surrounding state reviews of special education records, programming, current practices, and case law.
- Maintains a variety of manual and electronic files and/or records (e.g. 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, consulting with district and site level administration for the purpose of providing follow-up of in-service training sessions and evaluating the need for additional training and observations for the educational and behavioral supports for students with special needs participating in the least restrictive environment.

- Plans, coordinates, and facilitates committee meetings for the purpose of establishing and maintaining networks, completing special projects, coordinating services and solving system-wide problems.
- Plans, coordinates, facilitates and participates in a variety of meetings (e.g. IEP meetings, articulation meetings, PLC meetings, SST meetings, Special Education staff meetings, etc.) for the purpose of assisting special ed personnel with implementing and coordinating services for student with exceptional needs at all grade levels and across all curriculum areas or as a representative of SDCOE at IEP meetings.
- Processes and analyzes compliance and service data from a variety of sources (e.g. CASEMIS, SEIS, CALPADS, etc.) for the purpose of supporting and assisting SDCOE and districts in monitoring compliance with state and federal laws.
- Provides consultation, program development and coordination of special education services with SDCOE and district administrators for the purpose of assuring pupils have full educational opportunity.
- 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.
- Researches, plans and develops, training and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings for teachers, administrators, counselors and other school staff.

Other Functions

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

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Multi-tiered systems of support (MTSS) and positive behavioral interventions and supports (PBIS), behavior patterns of children, youth and adults with disabilities;

Pertinent codes, policies, regulations and/or laws;

Conflict resolution;

Stages of child and adolescent development;

Behavior interventions, curricular standards, instructional practices and techniques;

Evaluation assessments for students with disabilities.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Schedule activities, meetings, and/or events;

Compose a variety of documents including legally compliant letters of prior written notice, and/or facilitate group discussions;

Gather and/or collate data;

Use basic, job-related equipment;
Work with others in a wide variety of circumstances;
Collaborate and resolve differences;
Work with a significant diversity of individuals and/or groups;
Analyze issues and create action plans;
Meet deadlines and schedules;
Manage multiple projects;
Adapt to changing work priorities;
Communicate with diverse groups;
Set priorities;
Build collaborative relationships;
Work with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires sitting, walking, and standing. The job is performed under minimal temperature variations and in a generally hazard free environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

The job requires driving to school sites in San Diego County. This job is performed in a generally clean and healthy environment.

Education and Experience

Experience A minimum of five (5) years of teaching and/or administrative experience in the education of individuals with exceptional needs and a specialized, in-depth knowledge of one or more areas of major disabling conditions, and across all age levels.

Education A master's degree in special education, education, educational administration, or closely related field.

Equivalency A combination of education and experience equivalent to a master's degree in special education, education, educational administration, or closely related field, and a minimum of five (5) years of teaching and/or administrative experience in the education of individuals with exceptional needs and a specialized in-depth knowledge of one or more areas of major disabling conditions, and across all age levels.

Required Testing

N/A

Certificates

Valid California Education Specialist Credential, or
Pupil Personnel Services Credential in one of the following: School Psychology, School Counseling, Social Work, or
Clinical Rehabilitation Services Credential, or
Speech-Language Pathology Services Credential, or
equivalent document

Valid California Administrative Services Credential preferred

A valid California driver's license

Continuing Educ./Training

N/A


Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status: Exempt
Salary Grade: Certificated Management, Grade 043

Approval Date: 10/2016

Approved by: 
Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: 04/19, 11/23