TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

**TITLE: Program Specialist** **CLASSIFICATION: Certificated**

**DEPARTMENT: Special Education– Central Office**

**Primary Function:** Provides assistance to teachers and support personnel in the appropriate placement of students with special needs. Monitors the implementation of special education services and assists in program development.

**Directly Responsible To:** Director of Special Education or Designee

**Assigned Responsibilities:**

- Assist special education personnel in the implementation of individualized programs for special education students.
- Serves as a resource and liaison to IEP teams regarding placement and programming considerations for students in District schools and students in regionalized programs.
- Provide case management for non-public school (NPS) and day treatment students residing in Travis Unified School District, and other students as needed.
- Provides information and leadership to staff to assure compliance with special education laws.
- Provides ongoing consultation, training and guidance to special education staff on the use of innovative methods, strategies, materials and IEP documents.
- Provides staff development and trainings to special education staff (Pre K through 12$^{th}$), instructional assistants, administrators and general education staff members.
- Participates in the development of IEPs in unique and difficult cases to assure appropriate services and programs are provided in the least restrictive environment.

**Additional Job Functions:**

- Participates on District and SELPA committees to address a variety of needs such as curriculum development, exit criteria, programs and services, vocational resources, procedures, and other special education related issues.
- Acts as a liaison between non-public schools and the district.
- Acts as a liaison between district staff and parents/families.
- Facilitates provision of appropriate "out of district" services.
- Facilitates, chairs and supports staff in IEP meetings.
- Maintains data needed by the Special Education Department for planning, coordinating, implementing and monitoring programs and procedures in the District and SELPA.
- Provide support to new and inexperienced special education staff in the area of classroom management, curriculum, methodologies and IEP documents/compliance.

**Education and Experience:**

- Must possess a valid Special Education credential
- Master's degree desirable
- Must have knowledge of laws, regulations, policies, and procedures related to special education
- Minimum of 5 years' experience in developing and implementing programs for special education students preferred