

LYON COUNTY SCHOOL DISTRICT

Districtwide Special Education Program Specialist

Job Group: General Education Services - Licensed

Classification: Certified

Terms of Employment: 9 Months or (185/189 Days)

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: The Special Education Program Specialist provides direct and consultative services to students and staff relative to support of students with disabilities, with particular attention to programs for low-incidence disabilities. Responsibilities range from providing direct support to all staff who work with students with low-incidence disabilities and coordinating and completing assistive technology assessments. A large part of this position is professional development for staff and parents relative to programs for students in specialized programs. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and report directly to the Director of Special Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide program development, coordination, and consultation for low-incidence disability programs
2. Ensure compliance with state and federal regulations, reporting requirements with Department of Education, and department policies and procedures
3. Participate in the development of IEP's and facilitate when needed
4. Recommend additional resources for programs and assessment when necessary, and consult with and assist other service providers
5. Provide oversight and assistance to ensure effectiveness of programs and services
6. Participate in staff development, program development and innovation of evidence-based best practices
7. Serve as resource to administrators, psychologists, other special education support staff, general education classroom teachers, and parents regarding program function, and state and federal mandates regarding special education
8. Act as liaison between special services department, school sites, and community agencies
9. Represents LEA in offering FAPE based on IEP team recommendations regarding placement, program, and services.
10. Provide evidence-based staff development opportunities, including coordination, planning, and delivery of training
11. Assist special education teachers in specialized programs with IEP development and implementation when needed
12. Collaborate and coordinate efforts with staff relative to functional behavior assessments, behavior plans, and implementation of plans
13. Collaborate with transition specialist to ensure that post-secondary transition plans are appropriate and implemented
14. Provide oversight for programming of paraprofessional support including requests, functions, and professional development
15. Work collaboratively within a team setting to make data based decisions regarding a student's individual needs.
16. Provide professional development and support to staff regarding the purpose of and legal requirements for AT, including but not limited to the functional application of Assistive Technology (AT) for individual student's educational program.

17. Possess knowledge of a variety assistive technology devices/services and the ability to integrate AT into a student's program.
18. Evaluate the needs of students with disabilities relative to the need for AT, prepare a written report of findings and recommendations.
19. In collaboration with IEP teams assist in developing IEP goals or supplementary aids and services as it pertains to the needs of students with disabilities and the incorporation of AT devices as part of their FAPE.
20. Possess the ability to work collaboratively with others in the community and state to obtain the most current information regarding AT; and to problem solve students' individual AT needs through attendance at state AT consortium meetings and national AT conferences.
21. Provide training to staff and parents relative to AT and low-incidence disabilities through evidence-based instructional techniques, behavioral strategies, and program development.
22. Communicate clearly, accurately, and positively with staff and parents using varied discussion and feedback techniques.

POSITION EXPECTATIONS:

1. Demonstrate knowledge, skill, and ability to provide instruction in a classroom, with an emphasis on students with low-incidence disabilities and the need for and use of AT devices for all students with disabilities.
2. Work cooperatively and collaboratively with students, parents, peers, administration, and community members.
3. Guide the learning process toward achievement of student and program goals.
4. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of students with disabilities.
5. Participate as collaborative member with other faculty and staff.
6. Maintain accurate and complete records as required by law and district policy.
7. Maintain and improve professional competence through continued education and in-service.
8. Communicate professionally and effectively in written, oral, and non-verbal terms. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
9. Regular and consistent punctuality and attendance are essential functions of the job.
10. Perform other job-related duties as may be assigned by supervisor.

POSITION REQUIREMENTS:

Education and Training:

1. Bachelor's Degree from an accredited college or university; Master's Degree preferred.
2. Experience working in special education setting; preferably with students who have low-incidence disabilities

Licenses and Certifications:

1. Possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in the relevant subject area: autism, intellectual disabilities, special education or a related field.
2. Knowledge of child development and behavior characteristics, effective teaching skills; planning and organizing; assessment and identification; and interpersonal relationships;
3. Have at least 5 years of experience working with students with disabilities within a school setting.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to assist students access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, augmentative communication devices, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as needed and in accordance with state regulations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	X
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or				

Entering Data				
Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____