



PROGRAM SPECIALIST – SPECIAL EDUCATION

PRIMARY FUNCTIONS:

Under the supervision and direction of the Executive Director of Special Education, The Program Specialist for Special Education oversees the daily operations and implementation of Individualized Education Plans (IEP) for students in assigned special education programs. The Program Specialist assists the Executive Director in a wide variety of activities including site development and implementation of special education services and procedural compliance within assigned programs. The Program Specialist also develops appropriate student schedules and placement of support staff based on District guidelines and direction from the Superintendent's cabinet.

GENERAL DUTIES AND RESPONSIBILITIES:

- Works with the Superintendent and Administrative Cabinet to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Assists site administration and other school site personnel in the planning, evaluation and maintenance of assigned special education programs in accordance with state and federal law
- Assists site administration and other school site personnel in the development and implementation of special education procedural compliance
- Works with the Executive Director of Special Education to provide professional development activities for site administrators, teachers, and paraeducators to support special education services
- Attends Individualized Educational Plan (IEP), Student Study Team (SST), and Special Education Local Plan Area (SELPA) meetings as assigned by the Executive Director of Special Education
- Supervises and evaluates the performance of all assigned personnel in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- Works with the Superintendent, Administrative Cabinet, and other members of the District's management team to develop and implement strategies to improve parent engagement and participation in their children's education
- Chairs IEP team meetings and serves as the custodian of record for assigned student IEP records
- Coordinates IEP records for documentation in multiple student information systems and state/county databases
- Assists the Executive Director of Special Education in reviewing and updating policies and administrative regulations on matters related to assigned department responsibilities
- Works with the Executive Director of Special Education and the Assistant Superintendent of Administrative Services to identify and secure funding to support special education

services, allocate resources based on District budget guidelines, and monitors staffing and expenditures within assigned programs

- Participates in the acquisition of grants and other sources of funding for assigned special education programs
- Serves as the District's representative at county, regional, state, and national special education meetings and conferences as assigned by the Executive Director of Special Education
- Attends school board meetings, Back to School Nights, Open Houses, co-curricular athletic and academic events, student and staff recognition ceremonies, and other designated school and community functions
- Other duties and responsibilities consistent to the primary functions may be assigned

REQUIRED QUALIFICATIONS:

Education –

- Requires a valid California Education Specialist Instruction Credential, **or** valid Pupil Personnel Services – School Psychology Credential, **or** valid Pupil Personnel Services – School Counseling Credential
- Hold or qualify for California Administrative Services Credential by date of hire

Experience –

- Five years of experience as a credentialed teacher, program specialist, or school psychologist
- Prior experience leading site or district level committees related to special education (preferred)

DESIRABLE QUALIFICATIONS:

Knowledge of –

- Federal laws, California education code, and board policy related to special education services, overall school district operations, public employment, and the rights and responsibilities of students and community stakeholders
- Positive Behavioral Intervention and Supports (PBIS) strategies
- Student and employee due process rights in all disciplinary matters
- Current standards and best practices for monitoring and improving special education services with an emphasis on inclusion
- Current standards and best practices for implementing social and emotional support programs for students in a K-12 public education setting
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the selection and purchase of student health education curriculum and contracted support programs and services for students

- Legal requirements for the appropriate use and retention of confidential student and employee records
- Elements and key indicators of the California Professional Standards for Educational Leaders (CPSEL's)
- Organizational leadership, motivational strategies, and techniques for working with adult staff, student leaders, and community stakeholders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, staffing, and basic accounting procedures related to management of a division budget
- Appropriate procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories

Ability to –

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Read, write, and communicate in English and Spanish
- Support, communicate, and serve as an effective spokesperson and representative of the Superintendent, Administrative Cabinet, and Board of Trustees to school site staff, students, and community stakeholders
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids

- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

WORK ENVIRONMENT

The primary work location is indoors and outdoors in offices and school campus settings. Noise levels in this setting range from quiet to loud. The employee travels between school sites, district facilities, and other public agencies in the course of their duties. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: May 2, 2022

Formal Review: January 6, 2019

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed