

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Special Education Program Specialist

DEPARTMENT: Special Education

POSITION SUMMARY: Under the general supervision of the Director of Special Education, the Special Education Program Specialist assists the Director in providing overall management and direction in the planning and implementation of Special Education Services. The Special Education Program Specialist coordinates activities relating to the placement of pupils in appropriate special education programs. The Special Education Program Specialist is a consultant to site, district staff and to parents in helping to implement the individual education plans for pupils as developed by the Individualized Education Program teams.

ESSENTIAL FUNCTIONS:

1. Assist in reviewing program, budget, and staffing plans to assure conformance with local, state and federal regulations.
2. Assist in the development of policies and procedures in matters relating to the identification and placement of students with special needs.
3. Assist in representing the District in the area of Special Education Services in its cooperative relationships with community members, community agencies, K-12 level District committees and councils.
4. Assist in the planning for the continuous evaluation and improvement of the services provided by the Department.
5. Observe, consult with, and assist all Special Education Department staff.
6. Develop programs, coordinate curricular resources, and evaluate effectiveness of programs for students with exceptional needs.
7. Serve as a resource for site principals regarding program function, teacher evaluation, and state and federal mandates regarding special education.
8. Assist with functional behavior assessments and positive behavior intervention for special needs students.
9. Develop, coordinate and provide inservice training for District staff.
10. Supervise and participate in I.E.P. and case review meetings where appropriate.
11. Assist with nonpublic and state school placements for special needs students.
12. Conduct meetings for all Special Education staff, classified and certificated.
13. Provide statistical data to facilitate program projections and make recommendations regarding special education assignments for teachers, Para Educators, and School Psychologists.
14. Serve as a liaison with a variety of community and governmental organizations.
15. Maintain regular and prompt attendance in the workplace.
16. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE: Must hold or be able to obtain a valid California Administrative Services credential and one of the following: Special Education teaching credential, Clinical or Rehabilitative Services credential, Speech-Language Pathology Services credential or Pupil Personnel Services credential. Must have a Master's Degree. Minimum five years of successful Special Education teaching in a variety of grade levels and educational settings is preferred. A valid California Driver's License is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Special Education laws and other laws related to minors;
2. Knowledge of the various disabilities served by special education, and normal and atypical child development;
3. Knowledge of student assessment practices and interpretation of test data, behavior analysis and positive behavior intervention planning; .
4. Ability to apply conflict resolution and problem solving techniques and make use of community resources.
5. Knowledge of scheduling procedures and practices for the best use of resources.
6. Ability to use principles of supervision, training, and program administration.
7. Knowledge of oral and written communication skills, program assessment and evaluation.
8. Knowledge of techniques for remediation of learning deficits.
9. Ability to maintain cooperative working relationships with staff, administration, parents and the community.
10. Ability to communicate effectively, both orally and in writing, and successfully serve a diverse student population.
11. Ability to plan, organize, develop, and coordinate the activities of a broad range of programs and special services.
12. Ability to analyze program activities and implement procedures which will improve special education services.
13. Ability to ensure that programs and activities are carried out in compliance with state and federal requirements.
14. Ability to make effective public presentations of program information.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: Leadership/Management Salary Schedule (LME) Range 47

DOS: 215

Adopted: TUSD 5/25/99

Revised: TUSD 6/12/2012

Revised: TUSD 11.8.16 (range only)