JOB DESCRIPTION
Tahoe Truckee Unified School District

PROGRAM SPECIALIST SPECIAL EDUCATION

Purpose Statement: The job of the Program Specialist for special education is done for the purpose/s of facilitating and coordinating services to individuals with exceptional needs, assisting the district in evaluating the effectiveness of programs for individuals with exceptional needs, providing information and serving as a resource to directly support all district staff and developing and assisting with the implementation of policies and procedures related to special education at the district level.

Essential Functions

- Assists in the articulation of students receiving special education services transitioning between infant, preschool, kindergarten, elementary, middle and high school for the purpose of ensuring legal compliance and services are provided on a continuum basis ensuring that students have full educational opportunities provided regardless of ability or disability
- Collaborates with district 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 with disabilities
- Co-facilitating regular staff meetings
- Maintains a variety of manual and electronic files and/or records (e.g. process materials, observation, committee meeting and articulation notes, etc.) for the purpose of providing current reference and complying with regulatory requirements and established guidelines
- Plans, coordinates, and facilitates district committee meetings (e.g. community advisory committee, interagency, Professional Development Committee, etc.) for the purpose of establishing and maintaining networks, completing special projects, coordinating direct services for students and solving system-wide problems
- Provides consultation, program development and coordination of special education services with district administrators for the purpose of ensuring pupils have full educational opportunity
- Researches a variety of topics (e.g. best practices, curricular strategies, etc.) for the purpose of the maintaining and sharing the most current programs and services pertaining to individuals with exceptional needs
- Develops training and support materials (e.g. handouts, videos, web-based documents, need assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings for teachers, instructional assistants, and other school staff members
- Serves as a liaison between the school district and families of students with disabilities
- Facilitates and coordinates IEP meetings
- Skillfully uses alternative dispute resolution and problem-solving strategies to assist groups in reaching consensus
- Connects students with appropriate special education services throughout the district and facilitates the team process as it relates to the Individual Educational Plans for students with special needs
- During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials help as directed by the Executive Director of Student Services
- Serves as District representative on the Special Education Administrators Council (SEAC) with the Special Education Local Plan Area (SELPA) and other selected SELPA committees
- Supports, supervises, and oversees all areas related to CALPADS, SEIS (or equivalent system), and SELPA reports
- Directly works with CDE and SELPA related to targeted monitoring projects/requirements
- Interprets laws, rules, and regulations to students, parents, and staff
- Prepares reports for federal, state, and local regulatory agencies
- Coordinates and supervises out-of-district special education student placements such as non-public school placements and placements in Placer County Office of Education programs

- Establishes and maintains clear communications and cooperative working relationships with supervisor, clients, staff and other departments through announcements, letters, telephone communications, attendance at meetings and site visits.
- Supports the development and revision of the TTUSD special education and support services procedure manuals.
- Other Job related duties as Assigned

Job Requirements & Skills

SKILLS are required to prepare and provide training and presentations to various audiences; provide coaching and support to staff to advance skills; work well with people and to establish and maintain effective working relationships; facilitate conflict resolution processes to guide individuals and groups towards positive outcomes and apply curriculum and instructional techniques in a variety of settings.

KNOWLEDGE required related to IDEA birth to age 22 and 504 federal compliance regulations related to legal obligations. Knowledge related to mild-moderate and moderate-severe disabilities related to IEP development, effective curriculum practices, instructional best practices. Knowledge related to best practices in behavior management and social emotional learning.

ABILITY is required to function as a positive, contributing member of an educational team; set high achievable standards; organize tasks and prioritize assignments independently; motivate individuals and support staff development and facilitate a variety of meetings.

Responsibility

Responsibilities: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. Directly work with CDE, SELPA and PCOE. Maintain and adhere to all Federal and State guidelines as it relates to confidentiality, HIPAA, privacy, etc.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:
Four years of successful experience directly in the field of special education; Team building and/or employee coaching

Education:
Graduate Level Degree in Special Education
Continuing Education units as appropriate

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses:
Valid Driver's License
California Special Education Credential

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision:
Executive Director of Student Services

Salary Grade:
Certificated Management 11A

Work Year:
205 Days