

MANAGEMENT JOB DESCRIPTION

PROGRAM SPECIALIST SPECIAL EDUCATION

PRIMARY FUNCTION:

Under the direct supervision of the Director of Special Education, the Special Education Program Specialist is responsible for supporting and improving the special education services provided to students with disabilities. This role involves developing, implementing, and evaluating programs and services for students in accordance with federal and state laws, as well as district policies. The Program Specialist will provide guidance, training, and technical assistance to teachers, staff, and administrators to ensure compliance and high-quality service delivery in special education.

ASSIGNED RESPONSIBILITIES:

- Observes, consults with, and assists resource specialists, designated instruction and services instructors, and special class teachers.
- Plans programs, coordinates curricular resources, and assists in evaluating the effectiveness of programs for individuals with exceptional needs.
- Provides coordination, consultation and program development in his/her area(s) of expertise.
- Assists in planning and implementation, and participates in staff development, program development, and innovation of special methods and approaches of staff development activities at school, District, and SELPA levels.
- Participate as a member of IEP team as appropriate.
- Assists special education personnel in implementing and coordinating the services in the IEP.
- Support and advise on IEP meetings and ensure that IEPs meet the requirements for students' academic and developmental needs.
- Responsible for monitoring curriculum, materials, and methodology in his/her area(s) of expertise.
- Work closely with teachers and case managers to ensure compliance with all applicable laws and regulations.
- Serves as a resource in the identification, selection, and use of instructional materials.
- Assists in the articulation of special education programs between elementary and junior high schools.
- Maintains knowledge of current laws and regulations pertaining to fair hearing materials.
- Attends meetings, conferences, and professional development training.

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- Serve as a liaison between special education staff, general education staff, parents, and community agencies to promote collaboration and effective communication.
- Provide consultation and problem-solving support to parents and teachers regarding student progress and challenges.
- Facilitate meetings to review student progress and recommend interventions when needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicable Credentials:

Appropriate Special Education credential in the area of expertise required for the Program Specialist. Administration credential desirable.

Training and experience:

Minimum of 3-5 years of experience in special education, with a strong understanding of IEPs, 504 plans, and IDEA requirements.

A Master's degree in an appropriate credential field.

Management Salary Schedule: Range H
BOARD APPROVED: 02/19/25

205 Days