

Job Title:

**Bellevue Union School District**

|                             |                    |                         |                        |  |
|-----------------------------|--------------------|-------------------------|------------------------|--|
| <b>PositionTitle:</b>       | Program Specialist |                         | <b>Department:</b>     |  |
| <b>FSLA Classification:</b> | Non-Exempt         | <b>Bargaining Unit:</b> | <b>Classification:</b> |  |

|                      |                                        |                      |          |
|----------------------|----------------------------------------|----------------------|----------|
| <b>Salary Grade:</b> | Classified Salary Schedule Range _____ | <b>Work Calendar</b> | 12 month |
|----------------------|----------------------------------------|----------------------|----------|

|                    |  |                             |  |
|--------------------|--|-----------------------------|--|
| <b>Reports to:</b> |  | <b>Board Approval Date:</b> |  |
|--------------------|--|-----------------------------|--|

**General Description**

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Under supervision of the Director of Student Services, provides expertise and assistance in programming and instruction of individuals with exceptional needs.

**Organizational Relationships**

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Directly Responsible to:</b> | Director of Student Services |
| <b>Supervision Over:</b>        | Does not supervise.          |

**WORK YEAR:** 205 Days

**DUTIES AND RESPONSIBILITIES:**

- Attends and serves as a member, or as a designated IEP chairperson, to determine the eligibility of a student for the special education program.
- Assists with special education referral process.
- Assists in development of IEP instructional goals/objectives.
- Assists in identifying other related services for the student.
- Assists in facilitating student placement into special education programs.
- Provides coordination, consultation, and program development with all related services in special education.
- Plans programs with instructional staff members.
- Coordinates curricular resources and serves as a curricular resource to special education and regular education staff.
- Evaluates effectiveness of programs for individuals with exceptional needs.
- Assists in monitoring site programs and record keeping ensuring compliance with state laws and the SELPA.
- Interprets and applies applicable state and federal special education regulations.
- Evaluates assigned Special Education certificated and classified department personnel.
- Maintains confidentiality
- Participates in staff development, program development, and innovation of special methods and

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approaches.

- Maintains cooperative working relationships with parents, staff and other school personnel.
- Serves as a resource/liaison with other agencies and community services organizations.
- Maintains effective and timely written and oral communications with parent, staff, other school personnel, and community agencies and organizations.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Standards of practice.
- State and Federal regulations for special education.
- The principles and techniques of individualized instruction.
- The principles and techniques of behavioral management.
- Current trends in education methods for individuals with exceptional needs.
- Establish and maintain a program of instruction and learning for exceptional individuals with exceptional needs.
- Establish and maintain cooperative, collaborative, and effective working relationships with others.
- Communicate effectively, tactfully and persuasively with parents, students and teachers in difficult situations.
- Make decisions based upon information, experience, sound judgment and discretion
- Communicate effectively in both written and oral form.
- Provide own transportation in conduct of work assignments.

### **PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, minimal lifting of heavy objects up to 25 lbs.

### **EDUCATION AND EXPERIENCE:**

- Possession of a valid California special education credential, clinical services credential, pupil personnel services credential, or a school psychologist authorization.
- Experience in a leadership/administrative role desirable.
- Master's degree from an accredited college or university desirable.
- California Administrative Services Credential required, or enrolled in a program leading to an Administrative Service Credential.

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**LICENSES AND CERTIFICATES:**

- Possession of a valid California driver's license.