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**Job Title:** Program Specialist II – Special Education

**Supervisor:** Director of Special Education

**Terms of Employment:** 220 days

**Job Summary:**

Provide coordination and leadership in the development and implementation of free and appropriate programs for students with disabilities in the least restrictive environment.

To provide support services and technical assistance to site-based staff relative to developing and implementing effective programs.

**Essential Duties:**

1. Works with teachers, administrators, parents and other district staff in developing and implementing programs for students with disabilities ages birth to 21.
2. Works with teachers, administrators, parents and other district staff in developing and implementing alternative programs for school-age students.
3. Participates in the design, coordination, and provision of staff development programs for teachers, principals, parents/community members, and other district personnel.
4. Provides information to administrators, teachers, and parents on exceptional education and alternative programs, instructional strategies, curriculum, legal mandates and regulations.
5. Attends IEP/staffing meetings where commitment of district resources is being considered, (e.g. extended school year services, out of district placements, request for paraprofessionals) or upon request.
6. Facilitates placements for students with disabilities when a change of placement out-of-building, out-of-cluster or out-of-district is considered and/or required.
7. Consults regularly with other learning specialists and Director of Special Education to ensure continuity of programs for students with disabilities across the district and provide input into and assistance with the development of district-wide efforts to improve instruction.
8. Ensures that programs and records meet applicable local, state and federal compliance standards.
9. Consults with public and private agencies, organizations and professional personnel in securing and providing educational and related services for students with disabilities.
10. Facilitates the integration of technology into teaching and learning by assisting with professional development sessions on infusing technology into the core areas of the academic curriculum.



11. Assists special education classroom teachers to integrate successfully the use of effective strategies and multiple technologies in order to differentiate and enhance student learning.
12. Works with school leadership teams and teachers to utilize special education student performance data from multiple data sources to provide appropriate small-group or individualized instruction and interventions.
13. Provides input/insight on ways to increase special education teachers' use of technology as it positively impacts student performance in the classroom.
14. Provides input and recommendations regarding curriculum and digital content selection relevant to special education classrooms and curriculum.

**Other Duties:**

Assume other responsibilities as assigned by the Director of Special Education.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on the evaluation of personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

- Master's Degree
- SC Certification (Special Education or School Psychologist II or III preferred)
- Minimum of 5 years teaching experience

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

**Additional physical requirements include the following:**

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry;



- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade: 210**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 1-9-2026*