

MANAGEMENT JOB DESCRIPTION

PROGRAM SPECIALIST

PRIMARY FUNCTION:

Provides overall program and technical assistance; provides and coordinates staff development in one or more areas of expertise.

DIRECTLY RESPONSIBLE TO:

Director of Special Education and Pupil Services.

IMMEDIATE SUBORDINATES:

Certificated and classified staff as assigned.

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.
- Responsible for monitoring curriculum, materials, and methodology in his/her area(s) of expertise.
- 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.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicable Credentials: Appropriate Special Education credential in the area of expertise required for the Program Specialist. Administration and/or supervision desirable.

Training and experience: A Master's degree in an appropriate credential field and successful experience in the education of individuals with exceptional needs.