

PROGRAM SPECIALIST, SPECIAL EDUCATION AND INSTRUCTION

DEFINITION

Under direction, provides professional development, coaching, planning and support to community programs, districts, charter schools to develop an effective continuum of support services for children with special needs and disabilities, preschool to postsecondary, using evidenced based practices.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in planning and administering curricular programs in assigned subject area(s). Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Updates website and marketing materials, training flyers and brochures; communicates with other County Office departments to discuss needs for flyers, marketing and seminar materials.
- Assists with monitoring the effectiveness of coaching, on-site support, professional development and ongoing technical services to districts/charter schools in San Mateo County.
- Supports with research and materials development/curation for presentations.
- Provides training and implementation support in the adaptation of curriculum, instructional strategies and other delivery of services to meet the needs of students with disabilities.
- Provides classroom observations, on-site coaching visits, phone consultations, webinars, professional development.
- Develops resources and materials for teachers, administrators, programs and districts/charter schools based on the needs identified through these venues and data from evaluations.

- Assists with monitoring the effectiveness of special education supports.
- Assists in the coordination of and performs training and meeting preparations including sign-in sheets, generating event room signage, name tags, room setup, participant materials and placing catering orders.
- Assists with content curation of special education resources for districts/charter schools within our county.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university
- Master's degree preferred but not required.

Experience:

- Five (5) years of job-related experience in Special Education.
- Experience providing instructional coaching and professional development to adults highly desirable.

Licenses and Certifications:

- Possession of a valid California Education Specialist Instruction Credential.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Applicable policies, procedures, laws and regulations.
- Instructional strategies, curriculum and best practices effective with students with disabilities.
- Guidance principles, practices and concerns related to students with disabilities.
- Community and local government referral agencies.
- Operate and a variety of office equipment and software.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Collaborate effectively as part of a team.
- Research and materials curation on assigned topics.
- Operation of a computer and assigned software programs.
- Coaching and meeting facilitation skills that lead to positive outcomes.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.