

Laguna Beach Unified School District
Job Description: PROGRAM SPECIALIST
(Certificated Management)

BASIC FUNCTION:

Under the general direction of the Director, Special Education, the Program Specialist is responsible for assisting with the overall coordination and implementation of Special Education Services; providing intervention, consultation, and informational expertise and assistance to District staff and parents; and monitoring and overseeing the IEP development process for compliance with applicable laws, policies, and procedures.

ESSENTIAL DUTIES:

- Represent LBUSD as an administrative designee or participate as a member of the IEP team, ensuring meetings are conducted in accordance and compliance with federal and state regulations
- Assist the Director of Special Education or act as the designee to establish, case manage, implement, and monitor individual student placements
- In collaboration with the Director of Special Education, supervise and evaluate special education staff, the Workability program, and related service providers
- Collaborate with site teams in the planning, development, and implementation of Multi-Tiered Systems of Support (MTSS)
- Coordinate curricular resources and provide feedback regarding the effectiveness of special education programs and services
- Create, implement, and evaluate professional development activities for certificated and classified staff
- Provide guidance and training regarding the development and implementation of effective IEPs
- Assist with the hiring and placement of special education staff
- Assist in the delivery of support services to students with disabilities
- Collaborate with the transportation department relative to the coordination of transporting students with disabilities to appropriate programs
- Provide input for budget planning for special education programs and services as requested

OTHER REPRESENTATIVE DUTIES

- Facilitate various staff training as requested
- Assist with Extended School Year (ESY) program planning and development
- Oversee outside WRAP referral protocols and services
- Manage Department of Rehabilitation Contract requirements, including budgeting and invoicing
- Represent the District in various stakeholder meetings
- Other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Extensive knowledge of special education procedures, policies, laws, regulations, and behavioral intervention methods
- Needs of and effective intervention methods for students with disabilities
- General education curriculum, programs, interventions, and policies
- Special education curriculum, programs, placements, intervention methods, specialized equipment, and other available resources
- Dispute resolution strategies
- Dyslexia and reading disorders
- Crisis Prevention Intervention

Ability to:

- Communicate and maintain positive relationships with a diverse array of people, including but not limited to parents, staff, students, and members of the public
- Exercise sound judgment in making decisions
- Dependably implement directives, district initiatives, and procedures
- Demonstrate initiative, work autonomously, and seek direction from supervisors when appropriate
- Remain calm and effective under pressure
- Adapt to rapidly changing circumstances and work responsibilities
- Maintain a positive attitude
- Promote independence and high expectations for students and staff
- Accept and effectively utilize constructive feedback
- Develop resources for professional development based on District needs
- Maintain and prepare a variety of records, reports, and correspondence as required

MINIMUM QUALIFICATIONS

Experience:

Three or more years of experience working directly in special education programs is required. Three or more years of administrative or administrative-related experience is highly preferred.

Education:

Master's Degree in a related field

Licenses/Credentials:

Education Specialist/Mild Moderate, Speech/Language Specialist, or Pupil Personnel Services Credential with authorization to serve as a Psychologist or School Counselor Administrative Credential (or Certificate of Eligibility)

Personal Qualities:

- Independent worker
- Maturity and good judgment

- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Indoor and outdoor environments on various school sites

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently use hands to handle or feel objects, tools, or controls and talk or hear
- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- Ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading work orders, diagrams, labels, and other printed matter
- Ability to communicate, hear, and understand speech at typical levels

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions, and limitations of assigned duties