



JOB DESCRIPTION

Program Specialist



Reports to:	Director of Special Education	Employment Group / Salary Range:	Certificated Admin
Dept:	Special Education	FLSA:	Exempt
Annual Work Days:	205	Formal Review Date: Board Approval Date: Formal Review Date: Board Approval Date:	1/6/2016 5/2/2022 8/21/2026 10/5/2026

PRIMARY FUNCTIONS

Under the supervision and direction of the Director of Special Education, the Program Specialist for Special Education provides support, assistance, and coordination of the implementation of Individualized Education Plans (IEP) for students in assigned special education programs. The Program Specialist assists the Director in a wide variety of activities including site development and implementation of special education services and procedural compliance within assigned programs. The Program Specialist provides support and assistance to district and school personnel in maintaining compliance with state, federal, and district procedures and policies. The Program Specialist leads, supervises and evaluates special education certificated and classified staff under their direction and performs other related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists district and site administration and other school personnel in the planning, evaluation and maintenance of assigned special education programs in accordance with state and federal law
- Assists district and site administration and other school personnel in the development and implementation of special education procedural compliance
- Works with the Director of Special Education to provide professional development activities for administrators, teachers, and paraeducators to support special education and other related services
- Attends Individualized Educational Plan (IEP), Student Study Team (SST), and Special Education Local Plan Area (SELPA), county, regional, state, and national meetings as assigned by the Director of Special Education.
- Consults with other agencies and district staff for the purpose correlating all available information regarding students with disabilities and assists with non-public and state school placements when appropriate.
- Supervises and evaluates the performance of all assigned personnel in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- Serves as a representative/designee for the Director of Special Education, serves as the communication liaison between District, sites, special education personnel, and community

agencies, and may serve as administrative designee at IEP meetings.

- Knowledge of all aspects of the Individual Education Plan (IEP) including knowledge of the Special Education Information System (SEIS) program.
- Assists the Director of Special Education in reviewing and updating policies and administrative regulations on matters related to assigned department responsibilities
- Assists with implementation of program evaluation (ie: district review, state verification review, compliance improvement monitoring, etc.) as required by state or federal law.
- May serve as administrator overseeing Extended School Year (ESY) services and programs
- Other duties and responsibilities consistent to the primary functions may be assigned

QUALIFICATIONS

Education and Experience:

- Possessions of one of the following valid California credentials: education specialist, clinical or rehabilitative services, school psychology specialization, or related field
- Possession of a valid California Administrative Services Credential or intern eligibility
- Master's degree in special education, school psychology, speech pathology, or related field.
- Advanced training and/or related experience in the education of students with disabilities preferred

Licenses, Certificates and Other Requirements:

- Valid CA Drivers License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District, State, and Federal laws and regulations pertaining to special education
- Special education assessments, positive behavior intervention plans, inclusive practices for students with disabilities
- General curriculum standards and instructional design and delivery systems for students with disabilities
- Management principles and practices, including organization, supervision, evaluation, and decision-making
- Correct English including vocabulary, spelling, grammar, and punctuation
- Interpersonal skills to establish positive and cooperative relationships with staff and parents

Skills and Abilities to:

- Monitor areas of non-compliance and support the implementation of corrective action strategies
- Establish and maintain effective relationships and communication with staff, students, parents, community, county, and outside organizations
- Interpret, apply, explain, and enforce policies and regulations
- Prioritize and complete work in a timely manner

- Analyze situations accurately and adopt an effective course of action
- Learn and adapt to the quickly changing environment of teaching and learning

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed