

Escondido Union High School District Job Description

Job Title: Program Specialist II
Employee Unit: Non-Represented Certificated
FLSA Status: Exempt
Salary Level: Range 20 (195 days)
Approved By: Board of Education
Approved Date: June 19, 2007

SUMMARY

Under the general direction of the Director of Special Education Services, the Program Specialist provides guidance to general education teachers, special education teachers and administrators regarding the legal aspects of special education and the implementation of policies and procedures. The Program Specialist has the responsibility of assisting with the selection and use of instructional materials, curriculum and methodologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Observes, consults with, and assists special education teachers and related service providers.

Plans and participates in quality review programs to assess the effectiveness of programs for students with disabilities.

Provides coordination, consultation and program development to special education staff and general education staff.

Coordinates special education services with district administrators and site principals. Coordinates special projects operating within the special education program.

Assists the Director of Special Education and on-site principals in selection of special education staff.

At the direction of site principal, evaluates certificated and classified staff associated with special education programs. Assists the special education staff in developing and implementing instructional techniques including appropriate strategies, collaboration, accommodations and modifications to curriculum.

Assists in planning and implementation and participates in staff development and innovation of special methods and approaches of staff development activities.

Works with the testing coordinator to ensure all special education students are receiving appropriate accommodations and modifications as needed for participation in state testing.

Works with counselors to develop the Master Schedule for special education.

Confers with parents of special education students.

Participates as a member of IEP teams as appropriate

Assists special education personnel in implementing and coordinating the services in the IEP.

Coordinates and works with outside agencies as necessary to implement student's IEP's.

Participates as a member of IEP teams as the administrative designee.

Assists in the articulation of special education students between middle school and secondary schools.

Maintains knowledge of current laws and regulations pertaining to individuals with exceptional needs, and may be assigned to prepare complaint, mediation and due process materials.

Assists with SELPA and district or county activities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completion of Fifth year college or university program in education and administrative credentialing program. Verifiable successful teaching and/or administrative experience in the education of individual with exceptional needs and specialized in-depth knowledge of one or more areas of major disabling conditions and special education laws and regulations.

KNOWLEDGE OF:

Current laws and regulations pertaining to students with disabilities

Policies and procedures pertaining to IEP's

Assessment practices and statistics relevant to the behavioral sciences

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

ABILITY TO:

Work with administrators, teachers, classified personnel, parents and high school students; develop empathy with parents and pupils; plan, organize and direct the work of others; prepare concise written statements of policy and procedures; evaluate instructional programs and reports; exercise initiative; and possess mature judgment.

TRAINING AND EXPERIENCE

Hold a master's degree in special education and a valid California special education credential. Applicants should have a minimum of five (5) years successful teaching experience and/or administrative experience in the education of individuals with exceptional needs and a specialized in depth knowledge in one or more areas of

major conditions. Possession of a valid California administrative credential or currently enrolled in an administrative services credential program. Administrative experience is desirable.

PHYSICAL DEMANDS

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position is expected to present a professional image and must exhibit a friendly, helpful and caring demeanor. As a representative of the Escondido Union High School District, this individual is expected to be professionally attired.