

	PROGRAM SPECIALIST	Certificated Position Initial Date: May 30, 1985 Board Approval: March 26, 2013 Revision Date: March 18, 2013 Range: Administrative Salary Schedule Reports to: Director of Special Education & Student Services or Designee
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POSITION DESCRIPTION:

Under the direction of the Director of Student Services/Special Education, the Program Specialist works cooperatively with administration and staff in supporting students with disabilities. The Program Specialist should demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community. The Program Specialist should embrace and encourage the acceptance of diversity while using effective people skills to communicate. The Program Specialist ensures all students with disabilities in the Morgan Hill School District are provided a free and appropriate public education through the provision of instructional programs and related services.

RESPONSIBILITIES AND DUTIES:

Identification, Assessment and Evaluation of Students

- Supports IEP teams in identification and evaluation of students who may be eligible for special education support and services; when appropriate participates as a member of the IEP team.
- Evaluates and monitors the progress of students to determine ongoing needs; prepares written reports of findings.

Individualized Educational Plan Implementation

- Participates as a member of IEP teams to provide information and support regarding programs and services available to students. Prepares written reports of findings when appropriate; may serve as Administrative designee.
- Provides consultation to Special Education teachers, administration, staff, specialists, parents, and general education teachers regarding the implementation of IEP supports and services.
- Liaison between preschool, school psychologists, District programs, County services, Non Public schools, and outside school districts to ensure appropriate placement of and educational services for special needs students. Oversee transitions within and out of the District and acts as Administrative Designee.
- Monitors appropriate IEP development by teachers in accordance with District and State requirements and compliance reviews.
- Maintains current knowledge of regulations and procedures in regards to students with special needs.

Program Consultation and Coordination

- Assists the Director of Student Services and Special Education in program development, coordination and evaluation.
- Liaison between preschool/elementary/secondary/post secondary programs.
- Plans programs, curriculum resources, and evaluates appropriateness of programs for special education pupils
- Assists in coordinating staff development for teachers, parents and community outreach; prepares presentations to various stakeholders to promote understanding of special education services.
- Participates in the development of instructional methods to meet the needs of students in special education classrooms and conducts demonstration-teaching activities.
- Support to new teachers and staff.

- Assists in coordinating training of trainers for State assessments (CST accommodations, CMA, CAPA)
- Assists in the planning, implementation, and provision of District in-service programs for administration, special education staff and general education staff, parents and volunteers.

Other Duties

- Provide assistance and advice regarding compliance complaints, mediations, due process hearings, and coordinated compliance reviews to promote a thorough understanding of issues related to the provision of mandated services.
- Chairs and participates on various committees.
- Assists in staffing recommendations and interviews.
- Performs other duties as assigned by Director of Student Services/Special Education.

EDUCATION AND EXPERIENCE:

- Valid Special Education credential, Clinical or Pupil Services Credential (school psychologist or counseling credential) and Administrative credential required.
- Minimum of three years experience in a Special Education setting.
- Advanced training and experience in the education of individuals with exceptional needs and the Individualized Educational Plan (IEP) implementation.
- Knowledgeable in Federal/State Special Education laws and regulations.

WORKING CONDITIONS:

Environment:

- Primarily indoor working environment

Physical Demands:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.