



Program Specialist

Certificated Position

Initial Date: May 30, 1985

Board Approval:

Revision Date: July 6, 2018

Schedule: Program Specialist

Reports to Director of Special Education

GENERAL DESCRIPTION: Under the direction of the Director of Special Education, or designee, acts as a special education specialist to teachers, support services staff and administrators to facilitate instructional programs and service delivery for students with disabilities; assesses program needs and implements program objectives; serves as a resource for addressing compliance issues and compliance implementation.

REPRESENTATIVE DUTIES:

- Ensure effective articulation from infant/toddler programs to preschool, through elementary, high school and post-secondary programs for students with disabilities
- Assist parents and teachers in understanding federal and state guidelines regarding eligibility and placement in special education, interpretation of assessment data, and the establishment and achievement of instructional goals
- Support the appropriate placement of students into the least restrictive environments with integration, inclusion, and mainstreaming activities in consultation with site administrators, special education staff, school nurses, psychologists, speech language pathologists, occupational therapists, and all other service providers
- Assist special education personnel in the development, review, revision, implementation and coordination of services in the Individuated Education Program (IEP), including providing training, as needed, to new personnel to the IEP process
- Working with school psychologists, ensure that all final IEPs on file with the District are legally defensible and fully compliant
- Assist in the development, selection, and/or procurement of appropriate curriculum and assessment materials and related technology or equipment to assist teachers with specialized instructional programs
- Assist in developing and coordinating the determination, delivery, and effectiveness of relevant services for special education students
- Provide assistance to the special education teaching staff in planning, organizing and coordinating site facilities, materials, and equipment
- Supervise and evaluate specified programs including special day classes (preschool-12), therapeutic programs, severely emotionally disturbed, and post-secondary program
- May be assigned supervision and evaluation of assigned special education personnel
- Assist in the development and implementation of behavior management and behavior- shaping activities for individual students
- Screen referred students for eligibility; recommend placement and adjust class loads and geographic areas of assignments, as needed
- Assume the role of case manager for specific students in out-of-district placements such as non-public schools and SELPA classes, as assigned
- Maintain knowledge of current laws and regulations pertaining to individuals with exceptional needs
- Participate, as required, in IEP Team meetings that require District-level personnel
- Assist the special education department with all matters related to due process, mediation, and compliance; act as liaison with all site special education personnel on specific matters of compliance

- May assist the department in staffing recommendation and interviews
- May chair or participate in various meetings, as requested by Director
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of special education laws, regulations, and mandates; the range of special education services and programs; referral process, assessment protocols, and IEP compliance; transition to/from non-public schools and out-of-district programs
- Ability to meet schedules and timelines; plan and organize meetings; work confidentially with discretion; communicate effectively

EDUCATION AND EXPERIENCE:

- Valid California credential in special education or pupil services (either psychology or counseling)
- Minimum of five years' experience in a special education setting
- Valid California administrative services credential (or eligibility certificate)
- Master's degree preferred

WORKING CONDITIONS:

Environmental Conditions

- Primarily indoor working environment: office, classrooms, school sites
- Emotional and physical stamina necessary to maintain a rigorous work schedule
- Ability to drive to school sites
- Ability to work a flexible work week as the position may require Saturdays and evening work
- Ability to attend professional development or conferences outside MHUSD

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 high stress level

Hazards

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases.
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

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.