CHINO VALLEY UNIFIED SCHOOL DISTRICT Position Description

TITLE: Program Specialist – Special Education **REPORTS:** Director, Special Education

DEPARTMENT: Educational Services **CLASSIFICATION:** Management

FLSA: Exempt WORK YEAR: 210

ISSUED: February 7, 2002 **SALARY:** Range 26

BASIC FUNCTION:

The Program Specialist provides support in the form of observation, consultation, coaching, one-to-one and group presentations, classroom support, and information for effective instructional and behavioral strategies.

These services are available to parents, administrators, general and regular special educators and others providing instructional services to children with disabilities or children suspected of having disabilities.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS:

Assists administrators and teachers with the development and maintenance of Special Education instructional programs to meet federal and state mandates and IEPs. (E)

Develops, facilitates, implements, and follow-ups to professional development and other in-services and maintains accountability records for these events. (E)

Monitors programmatic and regulatory developments and recommends instructional strategies. (E)

Provides support to parents, administrators and teachers for classroom management, student transitions, and student positive behavioral interventions. (E)

Assists Special Education personnel in implementing and coordinating the services in the IEP. Participates as a member of the IEP teams, or as the administrative designee. (E)

Serves as a resource in the identification, selection, and use of instructional materials, curriculum, methodologies and strategies.

Maintains and communicates knowledge of current laws and regulations pertaining to individuals with exceptional needs, and may be assigned to assist in the preparation of complaint, mediation, and due process materials. (E)

Observes individuals and environments, facilitating and participating in group processes, prepares clear and concise written documents. (E)

Work collaboratively with groups and individuals of diverse backgrounds. (E)

Establish appropriate priorities and deadlines for completion of projects.

Exercise sound judgment, work varied hours at multiple work locations. (E)

Performs other duties as assigned.

Education, Experience, Licenses, and Other Requirements:

Masters Degree desirable.

Valid Special Education Credential or School Psychologist Authorization.

Possession of a valid California Administrative Credential authorizing service as an administrator is required.

Experience teaching or providing related Special Education services in the Elementary and/or secondary school years to serve students who are at risk of academic failure and those placed in Special Education programs.

A background of providing support to teachers to implement program goals, utilizing and adapting the standards and frameworks for the core curriculum in all subject areas, working with methodologies and programs for students' disabilities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Instructional planning and consultation/coordination, as well as general teaching competencies.
- Educational evaluation strategies and detailed working knowledge of various teaching strategies.
- Philosophical, educational, fiscal, and legal aspects affecting related field management.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, and regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and hereby accept the position of Program Speci requirements and duties set forth. I will perform	alist - Special Educa	ation and agree	to abide by the
(Signature of Employee)	(Date)		

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: February 7, 2002

Revised: July 15, 2010