

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

PROGRAM SPECIALIST

DEFINITION

Under direction of the Executive Director, Infant-Elementary Special Ed Programs or the Executive Director, Secondary/Adult Transition-Special Education Programs, the Program Specialist supports the educational programs of the District by facilitating and coordinating the services provided to students with disabilities and to provide support to school site administrators regarding special education.

EXAMPLES OF DUTIES

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 classification.

1. Plan programs, coordinate curricular resources and evaluate effectiveness of programs for individuals with exceptional needs.
2. Conduct site meetings to prepare for complex Individual Education Program (IEP) meetings in reference to eligibility, change of placement, dismissals, temporary placements, and reevaluations as necessary.
3. Lead and participate in IEP meetings in accordance with all state and federal laws and regulations.
4. Serve as a resource in identification, selection, and use of instructional materials, curriculum, strategies and methodologies.
5. Assist with the transition of special education students between preschool, elementary, middle, high school and the Adult Transition Program.
6. Act as a liaison for parents regarding the District's special education services and programs or related items.
7. Collaborate with IEP teams regarding student placement with non-public agencies, county programs and state school placement as necessary; research appropriateness of program(s) and coordinate student transition.
8. Provide consultation to site administrators and staff in the interpretation and compliance of special education state and federal laws and regulations and District procedures.
9. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
10. Provide assistance with planning and implementation professional learning for staff regarding innovations of special methods for working with students with special needs.
11. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; Identification procedures and special education assessment; development of an instructional program to meet the identified needs; systematic methods of utilizing referrals of pupils from teachers, parents, agencies, and appropriate professional persons.

Ability to: Plan, organize, and facilitate IEP meetings; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; interpret assessments of the developmental status and educational needs of students; work collaboratively with multi-disciplinary teams and site administrators, staff and parents; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching experience in special education program settings.

Credential: Valid California Teaching or Pupil Personnel Services Credential; Valid California Administrative Services Credential.