

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Program Specialist

DESCRIPTION OF BASIC RESPONSIBILITIES

Under supervision, provides expertise and assistance in programming and instruction of individuals with exceptional needs. Performs related duties as assigned.

SUPERVISOR: Superintendent

TYPICAL DUTIES

- Assesses the need for and develops staff in-service and parent education programs.
- Assists in supervising the instructional programs for LH and SH Programs.
- Assists in evaluating LH and SH Programs.
- Assists in developing extended year programs, when appropriate.
- Maintains screening programs for the continuous identification of children who need or qualify for Special Education services.
- Conducts needs assessment for establishment and expansion of District Special Education programs.
- Participates as a member of the Individualized Educational Program (IEP) team in the identification of individuals with exceptional needs, as appropriate.
- Assists Special Education personnel in developing instructional objectives and techniques for implementing IEP's for individuals with exceptional needs.
- Provides for articulation of Special Education programs among all schools.
- Coordinates the delivery of support services to individuals with exceptional needs.
- Orients regular and special program staff regarding policies and procedures necessitated by State and Federal laws, as they relate to individuals with exceptional needs.
- Assists in the screening, employment and evaluation of credentialed and classified Special Program staffs.
- Submits reports and recommendations to the administration on policy, curriculum, and legally required data, as requested.
- Works closely with the Transportation Department relative to problems of transporting Special Education students in the LH and SH programs.
- Serves as a resource person to school, parent, and community groups in interpretation of District special programs.
- Assists the administration in maintaining compliance of District special programs with State and Federal laws.
- Assists teachers in the development and implementation of transition services for LH and SH students.

- Assists teachers in developing appropriate and meaningful individual Transition Plans for students 14 years of age and older.

QUALIFICATIONS:

Credential

Valid Special Education Credential or a School Psychologist authorization

Experience

A minimum of three (3) years practical public school experience in the education of individuals with exceptional needs and a specialized, in-depth knowledge of learning handicapped, behaviorally disordered, and severely handicapped, of assessment and prescriptive techniques, matching learning needs to learning modalities, as well as in-service training activities for professionals and parents.