

STOCKTON UNIFIED SCHOOL DISTRICT

SPECIAL EDUCATION PROGRAM SPECIALIST

DEFINITION

The Special Education Program Specialist coordinates the activities relating to the placement of pupils in the special education programs assigned. The Special Education Program Specialist is a consultant to site and district staff and to parents in helping to implement the individual education plans for pupils as developed by the IEP teams.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Executive Director Special Education / SELPA, School Site Administrator and/or designee.

REPRESENTATIVE DUTIES— (Incumbents may perform any combination of the essential functions shown below ((E)). 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 principal job elements.

Observe, consult with, and assist Resource Specialists, department School Psychologists, district school site Principals, school site Counselors, designated instruction and services instructors, and Special Day Class teachers. (E).

Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs, sharing expertise on research based strategies and supports. (E).

Participate in each school's staff development, program development, and innovation of special methods and approaches. (E).

Provide coordination, consultation and program development primarily in one specialist area or area of his or her expertise. (E).

Serve as a resource to site principals regarding special education program function, teacher evaluation, and state and federal mandates regarding special education. (E).

Supervise and participate in the IEP process and case review meetings where appropriate. (E).

Conduct staff meetings (for Special Education Teachers). (E).

Provide statistical data to facilitate program projections and make recommendations regarding teacher assignments and program needs. (E).

Demonstrate appropriate relationships with students, parents, and other district personnel. (E).

Provide in-service training activities to staff and parents as needed. (E)

Consult with other agencies, psychologists, counselors, psychiatrists, school districts, and physicians for the purpose of correlating all available information regarding students with exceptional needs as appropriate. (E)

Maintain professional competence through participation in in-service activities provided by the district and/or other professional growth activities. (E)

Maintain confidentiality of student files and information. (E)

STOCKTON UNIFIED SCHOOL DISTRICT

Maintain regular and prompt attendance in the workplace. (*E*)

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Child development and behavior dynamics.
- Counselor techniques and methodology.
- Student assessment practices and interpretation of test data.
- Laws related to minors.
- Knowledge of Special Ed law and how to access it.
- Conflict resolution and program solving techniques.
- Community resources.
- Scheduling procedures and practices.

Ability to:

- Plan, organize and establish priorities.
- Assist others in resolving problems
- Communicate clearly and succinctly.
- Understanding and sensitivity to diverse cultures.
- Work independently with minimal direction.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Read, hear and speak to exchange information and make presentations.
- Consult with Case Managers regarding student behavior and learning.
- Analyze current and proposed programs, evaluate alternatives, and adopt effective courses of action.
- Prepare clear and concise student records and written materials.
- Travel between work sites as required.

Education and Experience:

Master of Arts or advanced degree from an accredited college or university. Three (3) years' experience with special education programs and services to students.

License or Certificate:

- Required Special Education service credential.
- Must possess a valid California Driver's License and evidence of insurance.
- Possession of valid First Aid and CPR certificate is required.

Environment:

- Office, classroom, and other designated school and learning environments.
- Driving a vehicle to conduct work.

Hazards

- Contact with hostile or abusive individuals with unpredictable behavior.
- Exposure to childhood and other diseases in a school environment.

STOCKTON UNIFIED SCHOOL DISTRICT

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

Salary Placement:

Bargaining Unit: Stockton Pupil Personnel Association (SPPA)

Work year 208

Bargaining Unit Approval: 06-22-18

Board Approval: 6-26-18