

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Program Specialist II – Special Education

SUMMARY: Under the direction of the Director of Special Education, develops, coordinates and assists in supervising programs for special education students; assists in the development and implementation of district policies and budgets relating to the district program responsibilities; provides leadership in articulating and coordinating the programs through the various district organizational levels; assists site level administrators and/or the Director of Special Education in the evaluation of certificated and classified personnel within the specified program areas.

SUPERVISOR: Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists in the implementation of special education programs at school sites, observations in special education classrooms, evaluations of education plans, and confers with principals, psychologists, and others.
2. Assists in the screening, employment, and evaluation of credentialed and classified special program staffs.
3. Assists in the formulation of district policy and procedures for special education programs necessitated by state and federal laws and Title Vi guidelines as they relate to individuals with exceptional needs. Orients regular and special education program staff regarding these policies and procedures.
4. Submits reports and recommendations to the administration on policy, curriculum, and legally required data, as requested by the Director of Special Education. Assists in maintaining compliance of district special education programs with state and federal laws.
5. Assists the Director of Special Education in planning budget requirements for special education programs and the approval of appropriate special education and support staff expenditures.
6. Assists in the ongoing development and evaluation of the special education curriculum and ensures access to core curriculum materials for special education teachers at each school site. Coordinates curricular resources and make them available for personnel who are in need of resources.
7. Assists parents in participating in the special education process including but not limited to identification of child's needs, IEP development and resolution of disputes.

8. Participates as a member of the Individualized Education Program (IEP) team in the identification of individuals with exceptional needs, as appropriate.
9. Assists special education personnel in developing instructional objectives and techniques for implementing IEP's for individuals with exceptional needs.
10. Assists special education personnel in the development and implementation of transition services for special education students and in developing appropriate and meaningful Individual Transition Plans (ITP) for students 14 years of age or older.
11. Develops, implements, and evaluates inservice training programs for certificated and classified staff, both regular and special education.
12. Assists in the articulation of special education programs among elementary schools, middle schools, and high schools.
13. Assists in the delivery of support services to individuals with exceptional needs.
14. Under the guidance of the Director of Special Education, assists site principals in co-chairing IEP meetings as necessary.
15. Assists the Director of Special Education with the implementation of student placements, including those in non-public schools, private schools, and state schools.
16. Assists in monitoring special education caseload and class size.
17. Works with the transportation department relative to the coordination of transporting special education students to appropriate programs.
18. Assists as liaison to district office, district leadership team, community agencies, state and county schools and services, private schools, State Department of Education/Special Education Division and parent and professional groups in interpretation of district special education programs.
19. Participates in due process hearings, complaint and compliance investigations and district self-review of compliance.
20. Monitors the special education services of identified students who are fully included in the regular education classroom, and consults with assigned case managers.
21. Makes presentations to professional organizations and groups as requested.
22. Plans and coordinates observations for visitors in special education programs.
23. Revises and updates current special education teacher handbook and assumes responsibility for ongoing maintenance and evaluation of the special education materials.
24. Assists in the development of low incidence requests.
25. Other duties as assigned.

KNOWLEDGE OF:

1. Special education law, SELPA Local Plan, and Title V regulations
2. Special education eligibility criteria, assessment, and prescriptive techniques, matching learning needs to learning modalities
3. Basic needs and limitations of students with exceptional needs
4. Regular education curriculum and programs
5. Special education curriculum, equipment, and other available resources
6. Interpersonal communication skills and organization skills
7. Conflict resolution, mediation strategies

ABILITY TO:

1. Provide inservice training activities for professionals and parents
2. Willingly work additional hours periodically

EDUCATION:

Masters Degree from an accredited institution of higher learning including specialized training in special education curriculum and instruction

EXPERIENCE:

A minimum of three year's practical public school experience as a special education teacher or specialist or as a school psychologist in the education of individuals with exceptional needs

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Driver's license

Valid Special Education Credential or Pupil Personnel Services Credential

Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

Position requires normal physical strength and endurance for standing, sitting, bending, and walking.

Work assignments are normally located in the work environment with light physical work and requires light physical effort.

Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: 05/16/01

Revised: 09-02-04