

HUNTINGTON BEACH CITY SCHOOL DISTRICT

POSITION SPECIFICATION

PROGRAM SPECIALIST, SPECIAL EDUCATION

DEFINITION;

Under the direction of the Director, Student Services, plans, coordinates and directs activities regarding Special Education students; insures the implementation of the Individuals with Disabilities Education Act.

REPRESENTATIVE DUTIES;

Assure implementation of the district's special education instructional program and for district students receiving program in non-public placements.

Provide inservice and instructional support to special education teachers, specialists and principals.

Attend IEP meetings and serves as resource and liaison to IEP teams as needed.

Coordinate the placement process of students recommended for special day classes.

Assist parents, teachers, administrators, and other staff in resolving school related problems.

Act as liaison between WOCCE and the district regarding the implementation of program and coordination with program specialists.

Monitor special education procedures in compliance with the WOCCE Plan, state and federal laws, and district expectations.

Monitor the transition process for preschool students enrolling in the District's preschool program.

Counsel parents and staff regarding student's disabilities, programs and placements.

Participate in appropriate committees at the district and SELPA levels.

Assist in selection of new special education staff.

Provide support and training to new special education staff.

Provide staff development for special education and regular education staff.

Supervise, provide training for, and monitor the implementation of the Discreet Trial Training Program.

Enhance positive communication between parents and District.

Attend inservices and conferences.

Perform related duties as assigned.

QUALIFICATIONS GUIDE:

Knowledge Of:

- California Education Codes and Federal requirements for special education services
- Principles and practices of special education program development, implementation, assessment and evaluation
- Recent developments, current literature and sources of information related to special education services
- Characteristics and needs of special education students with emphasis on pre-school students and autism
- Effective instructional practices and behavior intervention strategies
- Basic First Aid
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal relations skills using tact, patience and courtesy
- Record-keeping techniques

Ability To:

- Implement systems for insuring that legal instructional mandates are met and district programs are implemented
- Recommend and support effective practices for special education students
- Write measurable objectives and determine appropriate curriculum based on diagnosed learning disabilities
- Collaborate with school principals to insure appropriate instructional programs for special education students
- Analyze data to design programs and/or inservice
- Assess and evaluate program effectiveness and compliance
- Understand and interpret related Education Codes and district policies and procedures
- Design and provide training for staff
- Communicate clearly and concisely, both orally and in writing
- Organize time and materials to timelines
- Comprehend, interpret, and explain regulations, guidelines, IEPs, etc.

- Establish and maintain effective working relationships with staff, parents, community, and local agencies
- Evaluate, analyze and exercise good judgment in decision making, problem solving, and responding to situations, issues and concerns
- Accurately perform required tasks within the time constraints
- Use computer applications

Training and Experience:

- Masters degree from an accredited college or university
- California Teaching Credential authorizing special education and/or pupil personnel service
- California Administrative Services Credential
- Five (5) years of experience working directly with special education students
- Desirable: Special Education classroom teaching experience

Other Requirements:

Completion of fingerprinting is required prior to the first day of work.

Licenses:

- Possession of a valid California Motor Vehicle Operator's license having accumulated less than two points.
- Incumbents are designated as "Child Care Custodians". (Penal Code 11165.5)
- Red Cross First Aid certificate including CPR training is desirable.

Condition of Employment: Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position classification performs work primarily in an office or special education learning environment, may require lifting up to thirty (30) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, business related equipment and providing oral information. The noise level in this work environment is usually moderate to loud at an acceptable level. The position requires the individual to meet multiple demands from several people and interact with the public and staff. The position frequently demands meeting deadlines with severe time constraints.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

Position Approved: 2/6/01

Position Revised: 7/25/06