

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST

DEFINITION

Under the general supervision of the Director of Special Education provide program support for district wide special education programs and services.

GOALS OF EFFECTIVE PERFORMANCE

- Promote and support compliant and effective special education service delivery models for all students.
- Coordinate and implement appropriate and effective in-service activities relating to the provision of special education services.
- Promote effective on-going communication among staff, students, parents and the community.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Collaborate, consult and assist all special education staff and regular education staff as requested.
- Coordinate curricular resources and provide feedback regarding the effectiveness of special education programs and services.
- Serve as an administrative designee at Individualized Education Program (IEP) meetings and in other areas of responsibility as requested. Administrative support may also be needed to assist.
- Assist in planning and implementing in-service programs for parents, regular teachers, special education staff, and paraprofessionals.
- Assist students, parents and special education staff in investigating and visiting appropriate special education placement options.
- Serve as a resource in the planning, development, adaptation, modification and implementation of curriculum with regard to special education program and services.
- Serve as a liaison to nonpublic schools and nonpublic agencies.
- Maintain and prepare a variety of records, reports and correspondence as required.
- Provide input for budget planning for special education program and services as requested.
- Perform other duties as assigned, e.g. staff and/or parent newsletter, liaison to community agencies and coordination of search and serve mandates with regard to handicapped students.
- Observe, consult with and assist resource specialist teachers, designated instruction and service instructors, and special class teachers.
- Assist in planning and implementing of in-service programs for parents, regular teachers, special education staff, and paraprofessionals.
- Serve as a resource in the planning, development, and implementation of curriculum and program activities.
- Coordinates the activities of the special education services with principals, general education teachers and staff.

- Participates in an active public information and public relations program as it relates to special education.

REPORTS TO: Director of Pupil Personnel Services

MINIMUM QUALIFICATIONS

- Certificated credential in special education or closely related field
- Strong written and oral communication skills
- Knowledge of current program, placement, laws and educational trends pertaining to special education programs and services
- Knowledge of child growth and development and appropriate instructional methods and strategies relating to developmental levels
- In depth knowledge of instructional methods and strategies for various handicapping conditions
- Basic understanding of curriculum development and content and performance standards
- Demonstrated ability to work effectively with parents, professionals and paraprofessionals
- Valid motor vehicle driver's license and personal transportation for travel between school and other work related sites

EXPERIENCE

A minimum of two years experience in special education or a closely related field, such as counseling Psychologist.

EDUCATION

Bachelor of Arts or Bachelor of Science degree
Valid credential in special education or closely related field
Master's degree in special education or closely related field is desirable.

Other Conditions of Continued Employment:

- Participate in employer mandated training and re-training programs

Adopted: 12/1/00