SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Program Specialist, Special Education

REPORTS TO: Assigned Supervisor

DEPARTMENT: Special Education Division

CLASSIFICATION: Certificated Management

FLSA: Exempt

SALARY: Administrator Salary

ISSUED: February 13, 2018

BASIC FUNCTION:

Provide support to school sites and programs; facilitate and monitor the implementation of services provided to students served within special education programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Provide support to school sites and programs; facilitate and monitor the implementation of services provided to students served within special education programs. E

Provide support to site leaders in program development and innovation of special methods and approaches related to special education to ensure effective practices in instruction and compliance with federal and state laws. E

Plans and develops specialized program services delivery model in alignment with a continuum of services across all schools. E

Provides site assistance and support regarding special education compliance issues. E

Provide specialized support to site teams in preparing for and during IEP meetings. E

Assists program managers in the establishment and implementation of policies and procedures for administering services for students served within special education programs, including extended school year programs. E

Select, assign, train, and evaluate performance of assigned certificated and classified staff. E

Serve as a liaison with community agencies; coordinate central intake for potential special education referrals from social community agencies as needed. E

Assist in orientation and in-service of staff; plan and coordinate staff and program development activities related to special education. E
Serve as topic administrator to develop specific policies and procedures for special education program curriculum development and implementation in a specific area of specialty. 

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination equivalent to three years of classroom experience; must hold a credential authorizing services to special education students. A background in psychology or clinical and/or rehabilitative services is acceptable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective, research-based strategies, theories, techniques, and methods of instruction in subject area. 
Curriculum development and training. 
Appropriate resources and support for site decisions regarding changes in student placements including but not limited to: resource specialist to special day class settings, district or regionalized and county programs, state school and/or nonpublic school.

**ABILITY TO:**

Provide consistency in both procedure and practice for staff. 
Coach others. 
Make presentations and deliver professional development in subject area. 
Communicate effectively both orally and in writing. 
Work independently with little direction. 
Plan, organize, and manage work. 
Evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor; classroom environment. 

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1594
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