

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Student Support	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	038 AASD Supervisors'
REVISED	October 15, 2002		

BASIC FUNCTION:

Supervise the work of Braille Specialists and other assigned staff; perform specialized functions required in programs for low incidence early childhood, elementary, and secondary pupils who need to access educational materials in alternative formats; assign and oversee the daily work of assigned staff in the special education computerized pupil data and referral records management section; relieve the work load of a manager by performing highly responsible administrative duties and accomplishing assigned projects.

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

Assign work to and oversee daily activities of Braille Specialists and other assigned staff. **E**

Coordinate activities; plan, assign, and monitor the work of assigned staff entering, updating, extracting, tracking, and maintain low incidence program computerized pupil data and referral information systems and other record keeping operations. **E**

Act as representative for management staff on committees and at meetings related to other special education issues. **E**

Accomplish assigned projects. **E**

Operate computers utilizing specialized software and other braille devices and provide direction in the preparation of a variety of large print materials, factual illustrations, and aural media aids; ensure materials are prepared accurately and in a timely manner for pupils with visual impairments. **E**

Act as district liaison within and outside of the district to address issues related to braille translation and to the visually impaired. **E**

Gather data and prepare a variety of written and oral reports; assist with preparation of department budget; visit sites and meet with district staff, pupils, and parents to discuss services of the braille unit. **E**

Identify pupils in need of specialized materials. **E**

Explain district procedures to staff, parents, and public agencies and participate in the development of policies, procedures, manuals, and handbooks. **E**

Select, train, supervise, and evaluate the performance of assigned staff; plan and conduct meetings, workshops, and staff development activities. **E**

Serve on committees and attends local and state conferences, workshops, and other meetings as required. **E**

Identify material and/or equipment needs of the unit and evaluate, recommend, and obtain items as appropriate; obtain materials by conducting nationwide searches and make loan arrangements with similar agencies to provide services for the visually handicapped. **E**

Monitor inventory control system for the visually impaired program. **E**

Adhere to techniques, standards, and procedures set forth by the Braille Authority of North America, National Braille Association, and the district. **E**

Oversee specialized material development needs for low incidence students. **E**

Serve as a resource for assistive technology; maintain current information on assistive technology available for special education students. **E**

Supervise curriculum development and material modification for low incidence pupils. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with concentration in the education of the visually impaired or other related field, and successful completion of Nemeth Code for Math Transcription class, and three years of recent, progressively responsible experience working with visually impaired individuals who use communication systems for the blind, preferably in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid Library of Congress Certification in Literary Braille.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern administrative and office management procedures, and methods.

Applicable and specific braille codes, standards, techniques, and procedures typically used for the production of materials for the visually impaired.

Oral and written communication skills.

Budgetary principles and procedures.

Technical aspects of field of specialty.

Elementary and secondary level subjects.

Instructional and learning problems characteristic of special education pupils.

Reading and writing English communication skills.

ABILITY TO:

Operate microcomputers including database management, and specialized software, braille devices, scanners, enlarging photocopiers, embossers, and other equipment and aids.

Develop and use various forms of assistive technology.

Compile data and develop a variety of specialized reports.

Train, supervise, and evaluate the work of others.

Establish and maintain effective working relationships with all levels of district staff, pupils, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.30.04—PeopleSoft

Job Code 6154

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