

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: PROGRAM SPECIALIST**

### **BASIC FUNCTIONS:**

Under the direction of the Assistant Superintendent/SELPA Director, plan, organize, direct and coordinate the activities and functions of Special Education program and services; direct the instructional programs in classrooms and other support services, provide assistance to general and special education teachers, support personnel, and paraeducators; work collaboratively with agency representatives and service providers; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize and direct the activities and functions of various Special Education programs; serve as Case Manager during legal inquiries; assure Special Education programs and services are provided for individuals with exceptional needs. **E**

Assist in the preparation of confidential correspondence and data collection related to negotiations and collective bargaining agreements. **E**

Oversee the budget for Special Education Transportation; coordinate transportation schedules for Special Education students. **E**

Supervise student transportation, routes and staffing; provide work direction to assigned personnel; supervise the scheduling of maintenance of vehicles and necessary staff training per State and Federal requirements. **E**

Supervise automobile and building maintenance; coordinate facilities use; participate in planning Special Education building projects; develop and maintain related budgets. **E**

Communicate information through meetings and presentations on trends and quality practices in Special Education. **E**

Operate a computer to enter data on students or program-related information; generate lists for staff; prepare State reports from an assigned data processing system. **E**

Prepare and submit position requests; schedule, coordinate and participate in interviews, coordinate process for completion of hiring. **E**

Approve purchases for low incidence materials, equipment and services. **E**

Direct, observe and consult with instructional staff on classroom strategies and methods; participate in analysis and assessment of student needs; participate in Individual Education Plan (IEP)'s and Individual Family Service Plan (IFSP) meetings as requested. **E**

Identify needed curricular resources and assist staff in using them effectively. **E**

Assess program effectiveness. **E**

Provide in-service training for planning, organizing and teaching subject matter; and evaluation of outcomes to address student needs. **E**

Assist in providing staff development for special education and regular education staff and administrators regarding procedures, legislation, compliance, and program modifications. **E**

Observe, coach, and assist special education personnel in program development and implementation of innovative instructional methods and approaches. **E**

Provide technical expertise and consultation services to school instructional staff and administrators. **E**

Plan, schedule and conduct staff meetings and staff development for the Special Education department. **E**

Facilitate positive communication to resolve conflict. **E**

Provide leadership to assigned committees, meetings, and/or task force projects. **E**

Assist with the coordination of State-wide assessments. **E**

Coordinate and oversee extended school year. **E**

Make recommendations for administrative placements for transferring individuals with exceptional needs. **E**

Coordinate meetings with representatives of non-public schools and agencies to define educational services needed for eligible students, develop and maintain contracts for cost and services. **E**

Supervise and evaluate Special Education personnel; select, hire, schedule, assign, terminate and discipline employees according to established procedures with approval of Assistant Superintendent/SELPA Director. **E**

Identify unmet student needs and pursue grant funding or other resources to support the enhanced services. **E**

Serve as a resource for district Special Education components of all required monitoring and verification reviews and procedures to meet Federal, State and local requirements; implement, monitor and report Special Education corrective actions. **E**

Gather necessary information for the Office of Civil Rights (OCR), due process and/or complaint findings; implement and monitor corrective actions of rulings of OCR, fair hearing, due process and complaints. **E**

Prepare documentation and self-review for Categorical Program Monitoring (CPM). **E**

Discuss staff-related issues and concerns with the Assistant Superintendent Special Education/SELPA and make recommendations regarding appropriate actions and placements. **E**

Maintain and review, copy and distribute Paraeducator Handbook. **E**

Gather data required by the SELPA, the County Office, CDE, and the Federal Government; prepare and submit reports as directed. **E**

Report issues concerning Special Education to the County Superintendent and the County Board of Education. **E**

Provide leadership for countywide activities; participate in development and implementation of the Strategic Plan for the County Office. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Special Education programs

Federal and State laws, Education Code, Title V's and the legislative process

Federal and Supreme Court decisions and due process hearing decisions related to Special Education

Teaching strategies and appropriate curriculum and placement options for infants to adults

Positive behavioral supports, interventions, practices, and techniques

Methods and practices of providing training to adults and families

Budget preparation and control

Modern office practices, procedures and equipment

Oral and written communication skills

Principles and practices of administration, supervision and training

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Plan, organize, direct and coordinate the activities and functions of Special Education programs

Develop assigned budgets

Supervise and evaluate the performance of assigned personnel

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

Work independently with little direction

Prepare comprehensive narrative and statistical reports

Make presentations to various audiences

Coordinate with school districts, state/local agencies, and county office

Direct the maintenance of a variety of reports and files related to Special Education programs

Lift and carry objects weighing up to 40 pounds

Operate a variety of office equipment to perform assigned duties

Operate a computer to complete reports and maintain data

Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Master's degree or Bachelor's degree in education or related field and five years experience teaching in the area of special education.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching or Services Credential  
Valid California Administrative Services Credential (*or willing to obtain one*)  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office  
Constant interruptions  
Multiple schools and office sites

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Certificated - Unrepresented

**FLSA Status:** Exempt

**Salary Schedule:** 160

**Approval Date:** March 2016