

SUNNYVALE SCHOOL DISTRICT  
CLASSIFICATION DESCRIPTION

May 2014

**Program Specialist**

REPORTS TO: Director of Special Education and Pupil Personnel

WORK PERIOD: 197 Days (11 Months)

SALARY: Psychologist (197 Day) Salary Schedule

**PRIMARY PURPOSE:**

To assist the Director of Special Education and Pupil Personnel and the Coordinator of Special Education to plan, develop, and implement the effective delivery of special education and related services. To support and assist classroom teachers in the development of the skills and strategies necessary to improve academic achievement.

**ESSENTIAL JOB DUTIES:**

1. Provide educational recommendations verbally and in writing, and provide additional information as required per education code in a timely manner.
2. Participate in the development of the Individualized Education Program (IEP) for children placed in special education programs or receiving special education services, observe students and programs to help determine needs and to identify appropriate placements, and monitor the provision of agreed-upon services.
3. Provide collaborative coaching via co-planning, co-teaching, classroom observations, and specific feedback to teachers and staff with the goal of supporting classroom implementation of research-based best instructional practices.
4. Assist with the coordination and administration of state, local and district assessments for students with disabilities.
5. Assist with extended school year (ESY) services and provide on-site supervision during the ESY session as required.
6. Coordinate Medi-Cal Administrative Activities (MAA) and LEA billing programs and planning and implementation of health services including health safety and education.
7. Act as a liaison between schools and other community agencies dealing with children, act as administrative designee or district representative in IEP meetings for non-public, inter-district, County Office of Education and state schools; monitors and evaluates the provision of programs and services; safeguard the rights of students and parents and the interest of districts and agencies.
8. Administer placements and articulation of special education students within, into, and out of district, SELPA-wide, County Office of Education programs and Non-Public Schools.

Program Specialist - continued

Page 2

9. Collect and analyze data to determine the effectiveness of programs and program delivery systems, and identifies program needs.
10. Supervise and evaluate special education staff as assigned by the Director of Special Education and Pupil Personnel.
11. Chair and/or serve as a member of Individualized Educational Program (IEP) team meetings.
12. Assist with the recruitment, interviewing, and hiring of staff.
13. Advise, counsel, and assist administrators and district staff to ensure thorough and complete communication relative to the special education programs.
14. Attend and/or facilitate various Special Education department/SELPA staff meetings
15. Provide staff development to site administrators, teachers, instructional assistants, and other staff members when assigned.
16. Perform other related responsibilities as assigned.

LOCATION:

District Office

WORKING CONDITIONS:

Contacts are usually unstructured, and are frequently with high-level individuals inside and outside the work unit, such as district directors of special education, administrators of public and private agencies at the local and state levels, and parents.

Contacts require planning, promoting, strategy development, decision making, and problem solving. Situations are varied and sometimes highly complex.

Participate in decisions that have major impact on a program and/or its staff, students, and parents.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Demonstrate leadership skills.
- Demonstrate knowledge of special education funding sources, constraints, and impact.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations, laws, state and federal mandates related to special education and student services.

- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

### Education and Experience

Master's Degree (Required)

Previous leadership/administrative experience.

Successful experience within the field of special education and/or school psychology.

Experience with community agencies dealing with children and adolescents with special needs.

Possess knowledge in the areas of autism, emotional disturbance, mild-moderate and moderate-severe handicaps.

### Licensing and Certification

Valid California Special Education Teaching Credential and/or Pupil Personnel Services Credential in Psychology (Required)

Valid California Administrative Services Credential or Certificate of Eligibility (Required)

Valid California Driver License

### EVALUATION:

Evaluation responsibilities are assigned to the Director of Special Education and Pupil Personnel.

*The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*