

MONTEREY COUNTY OFFICE OF EDUCATION

**PROGRAM SPECIALIST
SELPA**

CLASSIFICATION: Certificated Management

SALARY LEVEL: 4

DEFINITION

A Program Specialist shall provide assistance to all Special Education Teachers or providers of Designated Instruction and Services within the geographical area of the SELPA. They shall assist the SELPA to assure that students shall have full educational opportunities in Special Education regardless of where the student resides within the SELPA. The Program Specialists shall work under the general direction of the SELPA Administrator with input from the Coordinating Council and Superintendent's Council.

SUPERVISOR

Director, SELPA

POSITIONS SUPERVISED

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Assist families of students to assure students a range of appropriate placement options; observe, consult with and assist Special Class Teachers, Resource Specialists and Designated Instruction and Services Instructors in the improvement of the instructional program; assist in the provision, development and coordination of Special Education curriculum, materials, instructional resources; consult with administrators, parents and community agencies concerning Special Education programs or pupils; assist LEA'S in the development and implementation of their own development plan; provide for the development and coordination of a SELPA staff development program; provide input in deciding program needs to LEA Directors and SELPA Coordinating Council; perform other duties as assigned by SELPA Administrator and comply with Monterey County Office of Education Board Policies and Administrative Regulations

OTHER DUTIES

Assists in on-going review of program quality and effectiveness and performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead, climb, move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school site-to-site) and drive an automobile; physical strength sufficient to lift a child weighing 45 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- o Hold a valid Special Education Credential, Clinical Services Credential, Health Services Credential or School Psychologist authorization
- o Five years experience in education, including two years of teaching or professional services with individuals with exceptional needs

Knowledge of

- o Specialized in-depth knowledge in one or more of the major disability areas

Ability to:

- o Demonstrate a high level of understanding and a practical application of the major learning theories as they apply to student development
- o Demonstrate strong consultive and teaching skills
- o Demonstrate organizational abilities
- o Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and the availability of an automobile with the minimum insurance specified by the Agency
- o Interact with and maintain cooperative relationships with all levels of staff and the public
- o Communicate effectively in the English language both orally and in writing

DESIRABLE QUALIFICATIONS

- o Masters Degree in Special Education or Education
- o Bilingual skills