

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM SPECIALIST SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

CLASSIFICATION: Certificated Management
SALARY LEVEL: 77
WORK YEAR: 200

DEFINITION:

Under the direction of the Senior Executive Director of SELPA the Program Specialist is responsible for providing assistance in the development and implementation of instructional programs for students who are eligible for special education within the geographical area of the SELPA; assisting the SELPA to assure that students shall have full educational opportunities in Special Education regardless of where the student resides within the SELPA.

SUPERVISOR:

Senior Executive Director, SELPA

POSITIONS SUPERVISED:

Certificated and classified positions assigned

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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Conduct observations, consult with, and assist special and general education staff, administrators, and parents regarding appropriate placement and services for students
- Participate in program development, primarily in the area of his or her expertise
- Coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions, and resources
- Facilitate the development and implementation of staff development and parent education activities
- Assist LEAs in completing program reviews, monitoring compliance, and resolving disputes regarding special education programs and services
- Assist in assuring that students have full educational opportunities
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties 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 and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 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:

- Bachelor's degree from an accredited college or university in Special Education or Education or a related field
- Five (5) years of experience in education
- Two (2) years of teaching or professional services with individuals with exceptional needs
- Advanced training and related experiences in the education of individuals with disabilities

Knowledge of:

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

Skills and Abilities:

- Demonstrate a high level of understanding and a practical application of the major learning theories as they apply to student development
- Demonstrate strong consultative and teaching skills
- Demonstrate organizational abilities
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

Licenses and Certifications:

- Must possess a valid Special Education Credential, Clinical Rehabilitative Services Credential, Health Services Credential, or Pupil Personnel Services Credential with School Psychology Authorization
- California Driver's License with evidence of insurability

Desirable Qualifications

- Master's degree in Special Education or Education
- Bilingual/Biliterate in Spanish

Approved: 07.2016
Revised: 07.25.18