

Palm Springs Unified School District

PROGRAM SPECIALIST

PRIMARY FUNCTION:

The Program Specialist, under the supervision of the Director of Special Education, assists in meeting the needs of students with disabilities; provides support to Special Education teachers and parents through IEP team meetings and in-service opportunities; coordinates with special education teachers and general education teachers to train and support inclusionary practices to the greatest extent possible; has knowledge regarding the facets of special education including assistive technology applications as a resource specialist to students/staff for the school district.

ASSIGNED RESPONSIBILITIES:

1. Serves as the special education specialist role on individual school committees reviewing program needs of students as assigned.
2. Coordinates professional development opportunities for Special Education teachers.
3. Coordinates the Child Find efforts of the school district.
4. Coordinates all assistive technology referrals, equipment usage, and is the primary leader of the Assistive Technology Team.
5. Attends student IEP meetings and reports back on proceedings at assigned meetings related to the Special Education program.
6. Prepares necessary reports to ensure program compliance.
7. Meets and works with General Education and Special Education teachers to ensure the student placement is in the Least Restrict Environment to the greatest extent possible.
8. Observes, consults with, and assists resource specialists, designated instruction and services instructors, and special class teachers.

9. Plans programs, coordinates curricular resources, and evaluates effectiveness of programs for individuals with exceptional needs.
10. Participates in each district-wide staff development, program development, and innovation of special methods and approaches.
11. Provides coordination, consultation and program development primarily in one specialized area or areas of his or her expertise.
12. Serves as case manager for students who are either parentally placed or district placed in a nonpublic school and who qualify for an Individual Service Plan or an Individual Education Plan.
13. Monitors the Special Education Information System (SEIS) to ensure special education timelines are being met.
14. Oversees Individual Education Plans ensuring the provision of FAPE, state and federal compliance, and accurate data submission.
15. Other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- a. Laws, principles, methods, techniques, strategies, and trends in special education.
- b. Applicable and appropriate special education and achievement appraisal instruments, techniques, and procedures.
- c. Specialized academic instructional programs beneficial to students with learning needs.
- d. Applicable sections of the State Education Code, Board and District policies, procedures and regulations.
- e. Current and appropriate instructional standards, curriculum and instructional delivery for special education.

Ability to:

- a. Work independently with little direction.
- b. Communicate effectively both orally and in writing.
- c. Work effectively in the absence of supervision.
- d. Establish and maintain cooperative and effective working relationships with others.
- e. Work in a diverse socio-economic and multicultural community.
- f. Maintain consistent, punctual and regular attendance.
- g. Train and evaluate the performance of assigned staff.
- h. Interpret, apply and explain rules, regulations, policies and procedures.
- i. Operate a computer and job-related equipment.
- j. Analyze situations accurately and adopt an effective course of action.
- k. Meet schedules and time lines.
- l. Plan and organize work incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description.

Physical requirements:

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

Mental requirements:

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Ability to problem solve
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation
- h. Ability to understand speech at normal levels

Environment:

- a. Indoor – frequently
- b. Outdoor – occasionally
- c. Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- a. Valid California Credential authorizing service in this position
- b. Advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions
- c. Must possess a valid driver's license

SUPERVISOR:

Director of Special Education

OVERTIME STATUS:

Exempt

BARGAINING UNIT STATUS:

Management

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Management employees

Regulation

Approved:

04/24/18

Revised:

02/12/2019