



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Program Specialist, Special Education

Established date: 2/6/2001

Revision date: 4/11/2017

#### **DEFINITION**

Under the direction of the Director of Special Education, coordinates and directs special education services to students and parents in alignment with State and Federal mandates and provides leadership in the planning, implementation, and evaluations of all special education programs serving the District and its students. Certificated Management Position.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Exercises direct supervision over assigned certificated and classified personnel including necessary training in test, forms, and procedures for new and returning staff
2. Supervises planning and implementation of all program components to ensure total program compliance
3. Assists Director of Special Education and Human Resources with screening and interviewing prospective candidates for special education programs, both certificated and classified
4. Coordinates, facilitates and evaluates the entire IEP development and implementation process; serves as administrator at IEP meetings as needed
5. Designs, implements, and evaluates a comprehensive training and development program for Special Education staff, general education staff, administration, and parents
6. Collects program evaluations data and reviews the implications for changes in the special education programs
7. Monitors the implementation of student IEPs
8. Monitors staff activities to ensure that all mandated timelines are met
9. Keeps up to date with laws and regulations regarding special education procedures and the placement of students in programs, in and out of the District
10. Develops and revises departmental forms and procedures as needed
11. Monitors compliance with Federal and State laws
12. Responds to noncompliance complaints
13. Coordinates the activities of special education services with site administrators, general education teachers and other staff
14. Monitors caseloads of special education programs
15. Monitors para-educators' needs, provides professional development and training as needed, and evaluates performance of para-educators and other staff
16. Evaluates and analyzes complex problems, issues and concerns, recommends appropriate alternative solutions
17. Makes independent decisions and works autonomously
18. Demonstrates good judgment and problem solving skills
19. Organizes tasks, sets priorities, meets deadlines, manages multiple tasks
20. Communicates effectively in oral and written form
21. Establishes and maintains effective working relationships with staff, students, parents, and community members
22. Performs related duties as assigned

## **QUALIFICATIONS GUIDE**

### **Knowledge Of:**

- California Education Codes and Federal requirements for special education services
- Principles and practices of special education program development, implementation, assessment and evaluation
- Recent developments, current literature and sources of information related to special education services
- Characteristics and needs of special education students with emphasis on pre-school students and autism
- Effective instructional practices and behavior intervention strategies
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Record-keeping techniques

### **Ability To:**

- Implement systems for insuring that legal instructional mandates are met and district programs are implemented
- Recommend and support effective practices for special education students
- Write measurable objectives and determine appropriate curriculum based on diagnosed learning disabilities
- Collaborate with school principals to insure appropriate instructional programs for special education students
- Analyze data to design programs and/or inservice
- Assess and evaluate program effectiveness and compliance
- Understand and interpret related Education Codes and district policies and procedures
- Design and provide training for staff
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective interpersonal relations using tact, patience and courtesy
- Organize time and materials to timelines
- Comprehend, interpret, and explain regulations, guidelines, IEPs, etc.
- Evaluate, analyze and exercise good judgment in decision making, problem solving, and responding to situations
- Accurately perform required tasks within the time constraints
- Use computer applications

### **Training and Experience:**

- Masters degree from an accredited college or university
- California Teaching Credential authorizing special education and/or pupil personnel service
- California Administrative Services Credential
- Five (5) years of experience working directly with special education students
- Desirable: Special Education classroom teaching experience and background in school psychology

### **Other Requirements:**

Completion of fingerprinting is required prior to the first day of work.

**Licenses:**

- Possession of a valid California Motor Vehicle Operator's license.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

This position classification performs work primarily in an office or special education learning environment, may require lifting up to thirty (30) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, business related equipment and providing oral information. The noise level in this work environment is moderate. The position requires the individual to meet multiple demands from several people and interact with the public and staff. The position frequently demands meeting deadlines with severe time constraints.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.