

AMADOR COUNTY OFFICE OF EDUCATION
PROGRAM SPECIALIST

DEFINITION:

Under the direction of the Executive Director of Special Education, will plan, organize, coordinate and participate directly in special education services, plan and coordinate staff development programs for special education and general education staff and provide consultation to specialized instructors.

ESSENTIAL JOB TASKS:

1. Provide assistance to the Executive Director of Special Education, support to special education staff.
2. Serve as administrative designee at IEP meetings as follows:
 - a. 30-day Special Day Class Placements
 - b. Change of placements
 - c. Triennials and annual IEPs for Special Day Class students
 - d. IEPs held for special purposes for learning disabled or Resource students where teacher or site administrators request support/assistance.
3. Provide classroom support to new teachers, including the following: IEP process, developing daily schedule, utilizing appropriate curriculum and instructional materials and methodology, and following SELPA and COE policies and procedures.
4. Observe, consult with, and assist Special Day Class teachers, Designated Instructional Service personnel, and other specialists.
5. Participate in meetings and conferences as the program representative or designee as assigned by the Executive Director/Coordinator of Special Education.
6. Generate/return phone calls regarding student issues.
7. Provide support to site administrators, teachers, parents, and support staff with technical information and facilitation regarding IEP activities.
8. Coordinate full inclusion students/aides.
9. Evaluate classified personnel.
10. Keeps the Executive Director of Special Education and SELPA Director informed and up to date on respective county matters.
11. Works closely with Psychologists regarding referral process, assessments, and behavior planning and management systems.
12. Participates in the screening and selection process for certificated and classified personnel.

KNOWLEDGE of:

- ✓ Principles, theories, practices, methods, and techniques used in special day classes including curriculum development and classroom instruction
- ✓ Curriculum and lesson plan development to meet IEP goals
- ✓ Research methods and report writing techniques
- ✓ Basic computer operation
- ✓ Classroom procedures and appropriate student conduct
- ✓ Problems and concerns of students with special needs
- ✓ Terminology involved in special education programs
- ✓ Applicable sections of the state education code and other applicable law
- ✓ Student and parent rights with respect to assigned programs
- ✓ Positive behavior management principles and techniques
- ✓ Transition planning and ITP process

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- ✓ Basic knowledge of assistive technology

SKILLS/ABILITIES to:

- ✓ Communicate orally and in writing with staff, students and community
- ✓ Instruct special education instructional staff in teaching techniques to achieve IEP goals
- ✓ Understand and relate to children with special needs
- ✓ Monitor and evaluate program progress
- ✓ Establish and maintain cooperative and effective working relationships with others
- ✓ Maintain records, compile and verify data, and prepare reports
- ✓ Maintain current knowledge of program rules, regulations, requirements and restrictions
- ✓ Analyze situations accurately and adopt an effective course of action
- ✓ Work independently, with little direction
- ✓ Meet schedules and timelines

QUALIFICATIONS:

- ✓ Valid California teaching credential related to special education, clinical services credential or school psychologist authorization
- ✓ Possession of a valid California Driver's License
- ✓ Five years teaching or equivalent experience related to students with disabilities

REQUIREMENTS:

TB Clearance
Department of Justice Fingerprint Clearance

SALARY:

Salary Range will be Level II, Administrative Salary Schedule, 197 work days