

DAVIS JOINT UNIFIED SCHOOL DISTRICT

**SUBJECT: Program Specialist
Job Description**

**CLASSIFICATION: Management
Personnel**

BASIC FUNCTION AND RESPONSIBILITY

Under the direct supervision of the Director of Special Education effectively supports the development of individual educational programs and appropriate placement of students with special education needs. Monitors the implementation of special education services and assists in program development. Provides support to staff in the areas of curricula, teaching, methodologies, community resources, and inservice training. Promotes program quality to ensure compliance with legal mandates.

ESSENTIAL JOB FUNCTIONS

- Ensures the appropriate placement and services for students residing in the Davis Joint Unified School District.
- Serves as a resource and liaison to IEP teams regarding placement and programming considerations.
- Consults with Principals and other Site Administrators related to special education services at their schools
- Provides ongoing consultation, training, and guidance on the use of new and innovative methods, strategies, and materials used to enhance the educational progress of special education students.
- Participates in the development of IEPs in unique and difficult cases to assure appropriate services and programs are provided in the least restrictive environment.
- Maintains data needed by the Special Education Department for planning, coordinating, implementing and monitoring programs and procedures in the District and SELPA.
- Provides case management for non-public school (NPS) and day treatment (Yolo County Mental Health) students residing in Davis.
- Provision of appropriate "out-of-district" services (services not provided by DJUSD staff).
- Provides information and leadership to staff to assure compliance with special education laws.
- Performs other related duties assigned by the Director of Special Education
- Assists in the coordination of staff development

ADDITIONAL JOB FUNCTIONS

- Participates on District and SELPA committees to address a variety of needs such as curriculum development, exit criteria, programs and services, vocational resources, procedures, and other issues related to special education
- Coordinates and monitors the implementation of educational programs and services provided by non-public schools.
- Acts as liaison to assigned organizations.
- Facilitates parent inservice training in area of specialty.
- Provides support to new and inexperienced special education staff in the area of behavior management, classroom management, curriculum, methodologies, IEP process, etc.
- Assists Director in clarification, prioritization, and implementation of department goals and plans.

EMPLOYMENT STANDARDS

Requires knowledge of:

- Principles of organization and management.
- Knowledge of laws, rules, and regulations governing special education students.
- Knowledge of basic elements involved in the teaching of special education students.
- Ability to work effectively with all segments of the school community

Requires ability to:

- Aid in the planning, organizing, and coordinating of the District Special Education program.

- Communicate effectively in oral and written form, utilizing a clear communication mode in ensuring understandable and thorough communication.

MINIMUM QUALIFICATIONS

- Must possess a valid Special Education clinical services authorization credential or related Specialist Credential.
- Masters degree and/or administrative credential
- Must have a minimum five (5) years Certificated private or Public School experience in area of special education
- Must have knowledge of laws, regulations, policies and procedures related to special education.