## BERRYESSA UNION SCHOOL DISTRICT POSITION DESCRIPTION



# JOB TITLE: PROGRAM SPECIALIST

**Job Purpose Statement/s:** Under the direction of the Assistant Superintendent, Director or designee, provides support to the instructional program, reinforces the implementation of best practices in the learning environment for the students and staff. Model instructional techniques and various intervention approaches for students who are struggling and/or have special needs. Provide support to teachers in the area of procedures and protocols and conducts other related duties as directed.

# **Essential Job Functions:**

- Serve as program specialist for special education or other identified programs including program support, planning, training, and implementation.
- Lead special education team meetings as directed.
- Assist in planning and implementing staff development and parent education relating to special education programs.
- Support all staff with technical assistance for special education programs.
- Confer and communicate with teachers and parents regarding the effectiveness of special education programs.
- Work closely with staff to coordinate, manage, assess needs, and determine student assignment in regards to special education programs.
- Implement, supervise and evaluate programmatic services to eligible students and their families.
- Coordinate, implement, supervise and evaluate the development of special education programs.
- Compile special education program information into reports for parent groups and other audiences.
- Serve as a resource for information regarding laws, regulations, and procedures related to special education programs.
- Compile requested data into reports required by special education programs.
- Serve on committees or task forces relevant to special education.
- Research materials and latest studies relevant to special education.
- Prepare and submit reports.
- Establish and monitor record-keeping and a system for tracking progress of special education students.
- Perform other related duties as assigned.

# Job Requirements - Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

# **Education and Experience Requirements:**

- Master's degree preferred.
- Experience in working with children (ages 4-14) preferred.

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- First Aid and Cardiopulmonary Resuscitation Certificates preferred.
- Experience in designing accommodations and modifications for students with exceptional needs; analysis of assessment results.
- Experience in monitoring student behaviors and progress.
- A minimum of three years of experience in general education or\_special education as applicable.

### **Knowledge and Abilities:**

#### **KNOWLEDGE OF:**

- K-8 Curriculum and Instruction.
- State and Federal legal mandates, applicable sections of the Education Code, Special Education, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to classroom management.
- California Standards for the Teacher Profession.
- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- Modern data management, storage and retrieval systems.
- Effective communication and public and employee relations strategies, methods and techniques.
- Effective classroom and instructional practices.

### **ABILITY TO:**

- Work in a fast-paced environment with frequent interruptions.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules and procedures and State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- 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.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

#### Working Conditions: ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Indoor
- Office and classroom environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

#### Licenses, Certifications, Bonding, and/or Testing Requirements:

- Valid California special education credential or clinical services credential, or health services credential, or a school psychologist authorization; 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.
- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

<u>Reports to:</u>	Director of Special Education and/or other designated administrator/coordinator
Work Year:	194 days
Salary Placement:	Teachers Salary Schedule
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the BUSD/CTAB collective bargaining agreement.
Board Approved: Revised:	November 13, 2007 January 19, 2016