

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE:** Program Specialist

**Job Purpose Statement/s:** Under general supervision, assists with administration and support of special education program activities of the district.

**Essential Job Functions:**

- Serve as program coordinator for special education programs including program planning, training, implementation and evaluation.
- Lead special education team meetings.
- Act as liaison with non-public schools, county-operated programs, and other school districts to determine student placement in special education programs.
- Plan and implement 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.
- Act as liaison with the U.S. Department of Education, California Department of Education and County Office of Education for issues related to special education programs supervised.
- Compile requested data into reports required by special education programs.

**Other Job Functions:**

- Serve on committees or task forces relevant to special education.
- Research materials and latest studies relevant to special education.

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- 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:**

**Education and Experience Requirements:**

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

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, communicate clearly and effectively, perform basic clerical functions and arithmetic calculations, use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Knowledge of State and Federal laws and regulations governing special Education; school systems and programs, including budgeting systems and purchasing processes; relationships between sites and districts, and between districts and state; mediation and conflict resolution techniques; team building and group process; strategies and methodologies applied in educational settings; principles and techniques of individualized instruction and behavioral management; current trends in education methods for students with exceptional needs.
- Abilities to maintain confidentiality and handle sensitive information with discretion; work within a changing and demanding environment with unpredictable resources; make effective decisions and take independent action; prioritize workload and conflicting demands; schedule work; demonstrate organizational, time management, analytical and problem solving skills; establish and maintain working relationships with staff, subordinates, and administrators; sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; learn about method and materials used in a variety of instructional situations; interact positively with persons of

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different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

**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.

**Reports to:**                    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 CTAB Contract.

Board Approved:        November 13, 2007