

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**



JOB TITLE: PROGRAM SPECIALIST

- 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.

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 BUSD/CTAB collective bargaining agreement.

Board Approved: November 13, 2007

Revised: January 19, 2016