
Program Specialist, Special Education

JOB DESCRIPTION:

The Program Specialist, Special Education, under the direction of the Director of Student Services, supports the District's Special Education Program including staff, students and families, special curriculum, related services, legal mandates, MTSS, RTI, ESY, professional development, service plans, and individualized education plan compliance and accountability.

QUALIFICATIONS:

- Education:** Any combination equivalent to: Graduation from an accredited college or university with a minimum of a bachelor's degree, an appropriate administrative credential, valid Special Education California Teaching Credential.
- Desirable:** Master's degree in a related field of study; possession of a special education credential with EL certification; administrative experience in special education; experience as a program specialist preferred, and possession of a valid CA driver's license.
- Experience:** Five years of experience in the field of special education preferred, and at least three years of increasingly responsible experience demonstrating knowledge of special education and exemplary leadership skills.
- Ability:** Collaborate and work with staff in special education and general education, school support, and professional development to provide quality programs and services. Represent the district in special education meetings. Model strong work ethics. Monitor and improve areas of non-compliance and support the implementation of corrective strategies. Implement the use of computer software programs, hardware and other technology pertinent to the area of specialization. Demonstrate appropriate interpersonal relations skills using tact, patience and courtesy. Communicate effectively both orally and in writing with persons at various levels of understanding. Drive to multiple sites.
- Knowledge:** Federal and state regulations of special education and 504 programs, the IEP process, state, federal and local monitoring and accountability systems, special education timelines, curriculum standards, strategies for adapting and modifying curriculum, accommodations and modifications for standardized testing and alternative assessments for students with disabilities, MTSS, UDL, RTI, and knowledge of recent trends and current legislation relating to the education of students with disabilities.

ESSENTIAL DUTIES:

1. Organizes, coordinates and monitors special education programs, response to Intervention programs, Section 504 programs.
2. Administers the placement and evaluation of students into appropriate programs.
3. Serves as a resource for curriculum, material, and instructional strategies for support programs.
4. In cooperation with the Director of Student Services, effectively collaborates and administers professional development programs for teachers, related services personnel, and paraprofessionals.
5. Serves as a liaison for questions and concerns regarding special education programs for administrators, staff and parents.
6. Qualified to assess students in areas of need (i.e. academic, behavioral, etc.).

RIPON UNIFIED SCHOOL DISTRICT**JOB DESCRIPTION**

7. Acts as facilitator and/or administrative designee for non-public schools, county, and privately-placed students who reside in the district's boundaries.
8. Coordinates and supervises student enrollment and caseload sizes in the Special Education Program under the Director of Student Services.
9. Interprets a wide variety of often complex special education materials, technology, and issues (including but not limited to reports, analyses, recommendations, procedures) for the purpose of documenting activities, meeting compliance requirements, providing audit references, making presentations, providing support materials and/or training for requested actions.
10. Prepares accurate special education reports and related documents.
11. Serves as a resource for informing school district personnel of the latest research-based developments in Special Education and related fields.
12. Represents the school district, under the direction of the Student Services Director, in special education-related meetings or committees in homes, district, county and SELPA, as needed.
13. In cooperation and consultation with the Student Services Director, monitors special education expenditures of the Student Services Department.
14. Reviews and organizes the confidential files for compliance.
15. Evaluates IEPs for compliancy and implementation.
16. Articulates with outside agencies, charters, private schools, nonpublic schools, and other school districts to appropriately monitor and meet the needs of district students and students attending schools in the district's attendance area.
17. Processes referrals for out of district placement and wraparound-like mental health services.
18. Processes initial referrals for special education evaluation, including part B to C and transition IEPs.
19. Implements objectives related to the Multi Systems of Support Framework-
20. Provides leadership and expertise in implementing the Special Education goals and objectives in compliance with State and Federal laws and guidelines.
21. Perform related duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: Director of Student Services

Assignment: 205 days

Salary: Certificated Administrative Salary Schedule: Range 100