

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Program Specialist

DESCRIPTION OF BASIC RESPONSIBILITIES:

The Program Specialist provides support to Student Services staff across the continuum of services. The Program Specialist monitors regionalized programs to assure legal compliance. The Program Specialist assists district and school personnel with the planning, implementation and evaluation of regionalized services. The Program Specialist collaborates with district and school personnel to design and implement professional learning opportunities.

SUPERVISOR: Superintendent's Designee

TYPICAL DUTIES:

1. Maintains knowledge of state and federal legislation and regulations affecting special education and/or prevention/intervention services.
2. Provides coordination, consultation and program development primarily in areas of his or her expertise.
3. Is responsible for the day-to-day management of regionalized program services and works closely with principals and site staff to meet the needs of staff, children and parents at school sites.
4. Observes, consults with, and assists resource specialists, designated instruction and services instructors, and special class teachers.
5. Assists with planning programs, coordinates curricular resources, and evaluates the effectiveness of programs for individuals served by Student Services programs.
6. Coordinates the professional development that is needed for teachers, instructional assistants, and other staff.
7. Assists with recruitment of personnel directly assigned to Educational Services programs.
8. Assists parents in understanding their legal rights with respect to special education or prevention/intervention programs and services.
9. Reviews and assists with budget development and staffing processes.
10. Represents the Special Education Department on professional and district committees.
11. Operate a variety of office equipment including a computer and assigned software.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Applicable special education or prevention/intervention programs (laws, regulations, applications, compliance and budget).
- Effective programs for special needs and at-risk students. Experience and skill in facilitating group decision and change.
- California State Frameworks and grade level standards for preschool, elementary, and secondary curriculum trends.
- Research regarding special needs children and how they learn.

Ability to:

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience Required:

Any combination equivalent to: Advanced training with a minimum of five (5) years related experience in the education of at-risk youth or students with exceptional needs. Specialized, in-depth knowledge of one or more areas of major disabling conditions or interventions.

Requires:

California credential in one or more of the following areas depending on program specialty:

- Special Education
- Health Services
- Clinical Services
- Pupil Personnel Services

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.