



Sequoia Union High School District

Job Description

JOB TITLE:	Special Education Program Specialist
ADMINISTRATIVE RELATIONSHIP:	The Special Education Program Specialist is directly responsible to the Director of Special Education.
CLASSIFICATION:	Certificated
REQUIREMENTS	Master's degree preferred, and valid California Special Education Credential or valid School Psychologist Credential or valid Speech & Language Pathology Credential; advanced training and related experience in the education of individuals with exceptional needs; specialized in-depth knowledge of autism, emotional disabilities and mental health services, or moderate-severe disabilities. Administrative Credential preferred.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	197 days
LOCATION:	Various
BOARD APPROVAL:	December 11, 2013

BRIEF DESCRIPTION OF POSITION

To provide coordination, consultation, and program development for the district's Special Education Program for students with disabilities.

DUTIES AND RESPONSIBILITIES

- Provide consultation and resources to special education teachers regarding placement, curriculum, and procedures.
- Assist Teacher, administrators, and parents in identification and facilitation of placement changes to more restrictive programs.
- Serve as liaison to County programs, nonpublic schools, and outside agency service providers.
- Provide consultation to Student Study Teams and IEP teams regarding pre-referral, referral and placement issues.
- Provide collaborative consultation to staff in order to support the integration and inclusion of students in the least restrictive environment.
- Assist special education staff in meeting compliance requirements under the IDEIA.
- Assist in the appropriate identification of ELL students referred for special education.
- Provide guidance to IEP teams regarding the development of Individual Transition Plans.
- Serve as district Behavior Intervention Case Manager; conduct Functional Analysis

Assessments and develop Behavior Intervention Plans when appropriate.

- Consult with special education staff and administrators regarding student discipline and expulsion cases.
- Serve as IEP administrative designee/chairperson as needed.
- Assist parents and outside agencies with the transition of special education students from restrictive, specialized placements to district programs.
- Coordinate incoming 9th grade transition for students with disabilities.
- Provide technical assistance to sites regarding services for low incidence disability students.
- Facilitate provision of related services to students through consultation with support staff and service providers.
- Assist the Director of Special Education, the Director of Professional Development and site administrators in the development and implementation of special education staff development programs.
- Serve as a resource to special education staff in program development, instructional strategies and innovations in service delivery.
- Perform related duties as required.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.