

POSITION: PROGRAM SPECIALIST

BRIEF DESCRIPTION OF POSITION:

Provides district wide service and leadership in the area of special education and assists assigned personnel.

QUALIFICATIONS:

Appropriate teaching or other credential authorizing services to exceptional children; prior experience in providing direct services to exceptional children; Master's Degree; detailed knowledge of the communicatively handicapped, the physically handicapped, the learning handicapped, or the severely handicapped.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assists speech language pathologists, nurses, psychologists, special education teachers, regular classroom teachers, and other personnel as assigned. **E**
2. Assists in program planning, use of existing school resources and the development of Individualized Education Plans. **E**
3. Serves as a resource person to coordinate curricular resources for special education programs, and the planning of workshops/in-service activities for teachers, administrators and parents. **E**
4. Participates in Individualized Education Plan meetings and provides assistance with instructional strategies, placement, and scheduling. **E**
6. Facilitates the placement of exceptional children in non-public school programs and monitors such placement. **E**
7. Assists with the evaluation of the effectiveness of special education programs. **E**
8. Provides in-service training. **E**
9. Participates in the development of innovative special education programs and the identification/development of materials for special education. **E**
10. Monitors program compliance of state and federal regulations. **E**
11. Participates as a member of the special education department team in scheduled meetings to plan and coordinate department activities. **E**
12. Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO: Administrator of Education Support Services