

**CLASS SPECIFICATIONS FOR THE
PROGRAM SPECIALIST, SPECIAL EDUCATION**

DEFINITION

Under direction, provides program support services and acts as liaison between building principals and district-level special education administrators as it relates to special education programs.

QUALIFICATIONS

Credential: Possession of a basic teaching credential and a credential authorizing service in at least one area of special education, as issued by the California State Preparation and Licensing Commission.

and

Education: Baccalaureate or higher degree from an approved institution, including advanced training in one of the following areas of special education: the communicatively, physically, learning, or severely handicapped.

and

Experience: A minimum of three years of certificated experience in special education. Other professional experiences should include application of assessment and prescriptive techniques, matching learning needs to learning modalities, as well as inservice training activities for professionals and parents.

TYPICAL DUTIES AND RESPONSIBILITIES

Educational Programming

- ___ 1. Participates as a member of the School Appraisal Team (SAT) and the Educational Assessment Service (EAS).
- ___ 2. Assists special education personnel in defining instructional objectives and techniques for implementing the educational program plan through numerous methods including parental.
- ___ 3. Acts as a resource in the identification, selection, and use of instructional materials as they relate to educational program plans.
- ___ 4. Provides assistance in monitoring student performance.

Communication/Coordination

- ___ 5. Consults with and assists the building principal and the resource specialist in the establishment, maintenance, and evaluation of the special education programs at specific schools as assigned.
- ___ 6. Conducts meetings with school personnel to discuss student educational progress resulting from special education programs.
- ___ 7. Provides for articulation of special education programs between elementary, junior high, and secondary schools.

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TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 8. Consults with and assists principals and/or designees regarding parent education programs related to special education.

- _____ 9. Performs other duties as may be required.

WORK SCHEDULE AND SALARY

The Program Specialist, Special Education, serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience. Additional days of service may be required for which compensation will be paid at his/her per diem rate.

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