

**CLASS SPECIFICATIONS FOR THE
PROGRAM SPECIALIST, DESIGNATED INSTRUCTION AND SERVICES,
COMMUNICATIVELY HANDICAPPED**

DEFINITION

Under direction, to assist the Administrative Specialist, Program, Comprehensive Plan for Special Education, in planning, implementing, and evaluating the designated instruction and services for the communicatively handicapped.

QUALIFICATIONS

Credential: Possession of a valid California teaching credential authorizing service as a language, speech and hearing specialist.

and

Education: Baccalaureate or higher degree from an approved institution, including advanced training in providing services for communicatively handicapped individuals. Possession of a master's degree, and/or the certificate of clinical competence issued by the American Speech and Hearing Association will warrant priority consideration.

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 in-service training activities for professional and parents.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Under the supervision of the Administrative Specialist, Program, Comprehensive Plan for Special Education, works with assigned personnel in planning and implementing the Designated Instruction and Services for the communicatively handicapped throughout the district.
- ___ 2. Participates in the development and organization of curriculum, policies, and procedures for implementation in the district.
- ___ 3. Assists in the development of assignments and schedules of Designated Instruction and Services personnel.
- ___ 4. Conducts meetings as needed with Designated Instruction and Services staff.
- ___ 5. Under direction of the Administrative Specialist, Program, works cooperatively with staff to achieve effective planning and implementation of the educational program.
- ___ 6. Aids Designated Instruction and Services personnel in the effective use of instructional media and materials.
- ___ 7. Prepares such forms, records, and reports as may be assigned for effective management of the Designated Instruction and Services.
- ___ 8. Participates in interpreting the educational program and goals of the school district and the school to the community.

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TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 9. Cooperates with the Research Specialist and other pertinent personnel in the evaluation of ongoing programs.

- _____ 10. Works cooperatively with principals and other district administrators and supervisors in planning and implementing the educational programs of the schools.

- _____ 11. Attends and participates in required in-service training activities and works with the Administrative Specialist, Program, in planning his/her own in-service program.

WORK SCHEDULE AND SALARY

The Program Specialist, Designated Instruction and Services, Communicatively Handicapped, 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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