



ADMINISTRATION

2137.7(a)

SPECIAL EDUCATION PROGRAM SPECIALIST

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Special Education the Special Education Program Specialist plans, coordinates, and directs activities regarding Special Education students; insures the implementation of the Individuals with Disabilities Act; assists in developing and implementing the special education programs; assists in ensuring that students are provided with a full range of educational options; supervises and evaluates assigned special education staff and participates in development and delivery of staff development activities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Consults with and assists resource specialists, designated instructional services instructors, special education classroom teachers and regular classroom teachers regarding programs for individuals with exceptional needs.
2. Assist school administrators in meeting the needs of students with exceptional needs.
3. Provides inservice training and participates in the District and school staff development, research, program development and innovation of special methods and approaches for the needs of special education students
4. Participates as administrative designee at assigned Individualized Education Program Team meetings.
5. Serves as a curriculum resource to Special Education and regular education personnel.
6. Facilitates the placement of exceptional children into non-public school programs and county level programs and monitors such placements.
7. Assists in monitoring site programs and record keeping ensuring compliance with state laws, the California Master Plan for Special Education, and the SELPA.
8. Interprets and applies applicable state and federal Special Education regulations
9. Provides additional services such as program and staff development relating to innovation in special education.
10. Monitors and coordinates placements for students placed in out-of-district programs.
11. Evaluates assigned Special Education Department personnel.

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12. Knowledge of and experience in Assistive Technology as used in Special Education.
13. Understands and uses confidentiality appropriately.
14. Perform other duties as assigned.

RESPONSIBLE TO/FOR

The Special Education Program Specialist is directly responsible to the Director of Special Education.

The following district personnel may directly responsible to the Special Education Program Specialist:

1. Adaptive Physical Education teacher, District Preschool staff, District Severely Handicapped SDC program staff and other staff as assigned.
2. Assigned clerical staff

MEASUREMENT OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of major duties and responsibilities listed above.
2. Successful accomplishment of the objectives agreed to between the Director of Special Education and the Special Education Program Specialist.

SALARY AND WORK YEAR

The Special Education Program Specialist will be placed on the appropriate step of the administrative salary schedule and be assigned a work year of 200 days.

Policy Adopted: 6/28/05

COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT