

JOB DESCRIPTION  
May 2017

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **PROGRAM SPECIALIST, SELPA**

#### **General Purpose:**

A Program Specialist, SELPA (Special Education Local Plan Area) is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Program Specialist, SELPA provides programmatic support to all Local Education Agencies (LEAs) in the SELPA and to families with children with disabilities.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists all special education providers, special education teachers, Designated Instruction and Service/Related Service Providers, administrators and paraprofessionals in the planning and implementation of individual education programs for children with disabilities.
- Remains current regarding special education issues, trends, best practices, and research.
- Assists special education staff in accessing instructional resources.
- In conjunction with the Special Education Administrators Committee (SEAC) and the SELPA Administrator, assesses program effectiveness to promote services for children with disabilities.
- Participates in staff development, research, and program development, including innovative or special methods and approaches.
- Provides coordination, consultation, and program development in areas to which the Program Specialist is assigned.
- Serves as liaison between school districts and families with children with disabilities.
- Under the direction of the SELPA Administrator, assures that pupils have full educational opportunity, regardless of the district of residence in the Special Education Local Plan Area.
- Helps coordinate services between agencies, schools, providers and families.
- Serves on individualized education program and other teams as provided for in the Local Plan.
- Assists Local Education Agencies with Non-Public, Non-Sectarian and State School placements when requested.
- Serves as resource to our Community Advisory Committee (CAC), SEAC, and LEAs.

#### **Minimum Qualifications:**

##### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

##### **Education:**

- A Master's degree is required.
- Training in behavior management and specialized academic instruction.

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### **Experience:**

- Four years of successful experience working in a special education setting.
- Behavioral management experience is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of special education laws and regulations, including a range of mediation strategies.
- Knowledge and skills in behavior management.
- Knowledge of general education curriculum.
- Knowledge of disabilities and effective curriculum practices, birth to age 22.
- Skills to communicate effectively orally and in writing.
- Skills to work well with people and to establish and maintain effective working relationships.
- Skills to prepare and give training and presentations to various audiences.
- Skills to operate a computer and related software.
- Ability to deal with challenges inherent in working with several school districts, various charter school LEAs, and one county office of education.
- Ability to function as a positive, contributing member of an educational team.
- Ability to set high achievable standards.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California teaching credential in any of the following authorized areas: Mild-to-Moderate, Moderate-to-Severe, Learning Handicapped, Severely Handicapped, Low Incidence or Clinical Rehabilitative Services credential in Speech and Language or Pupil Personnel Services credential with school psychology authorization.
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves continuous contact with staff, students, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.

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- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 5/2/17

Human Resources: \_\_\_\_\_

Date: 5/2/17