

JOB DESCRIPTION
May 2024

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM SPECIALIST - SPECIAL EDUCATION RESOURCE LEAD/OPEN ACCESS

General Purpose:

A Program Specialist – Special Education Resource Lead/Open Access is responsible to the SELPA Administrator and works under the direct supervision of the designated manager(s). Under the direction of the SELPA Administrator, this position interacts with Local Educational Agencies (LEA), Special Education Local Plan Area (SELPA), and County Office of Education (COE) administrators, educators, and improvement team members across the state. Responsibilities include providing content support and continuous improvement efforts through technical assistance in the areas of Universal Design for Learning (UDL), Augmentative/Alternative Communication (AAC) and Assistive Technology (AT) implementation.

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

- Supports the implementation of an integrated, coordinated, and coherent system of resources, differentiated assistance, and interventions to meet identified school and district needs in the area of UDL, AAC and AT Implementation.
- Collaborates with internal and external personnel to support UDL implementation and continuous improvement activities.
- Collaborates with outside agencies to provide technical assistance and support in the areas of UDL, AAC and AT.
- Assists SELPAs, COEs and LEAs in building capacity and sustaining improvement in outcomes for students through high quality professional learning, coaching, and individualized technical assistance and support.
- Collaborates with outside agencies to provide technical assistance and support in the areas of UDL, AAC and AT.
- Assists SELPAs, COEs and LEAs in building capacity and sustaining improvement in outcomes for students through individualized technical assistance and support.
- Participates in conferences and related events to enhance and maintain knowledge and skills in research-based instructional practices and effective continuous improvement approaches.
- 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 educators in accessing instructional resources.
- Participates in staff development, research, and program development, including innovative or special methods and approaches.
- Services and supports will be within the scope of the individuals' credential authorization

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.

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Education:

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

Experience:

- Four years of successful experience working in a special education setting.
- UDL 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 one of the following: a valid California Special Education teaching credential, valid California Clinical or Rehabilitative Services credential in Speech and Language, or valid California 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.

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- 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.
- 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: 5/9/24

Human Resources: 

Date: 5/9/2024