

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DISTRICT PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the Executive Director of Student Services, the District Program Specialist shall provide a wide range of assistance in the implementation of laws, regulations, and policies at the state, federal, and District level to effectively support the DMUSD in providing a continuum of services for students with special needs. Responsibilities include: organize and provide training for district administrators and direct service personnel; assist in the planning, organization, and coordination of District programs and services; serve as a liaison between the District and parent and community groups; assist the Executive Director of Student Services with legal compliance and data collection; assist the Executive Director of Student Services as the LEA Representative in IEP meetings, and in the provision of dispute resolution services for families.

REPRESENTATIVE DUTIES:

- Plan and implement staff development and innovation of special methods and approaches for the instruction of individuals with special needs
- Assist in the identification, selection, and use of instructional materials, curriculum and methodologies
- Assist in selection and supervision of support staff to assure quality services are provided to students and parents
- Perform employee evaluations as assigned
- Assist Executive Director of Student Services as the LEA Representative in IEP meetings
- Assist Executive Director of Student Services in the provision of dispute resolution services for families
- Coordinate assessments and consultation for privately placed students
- Coordinate mental health services
- Coordinate transition process between Pre-K and K, and between 6th grade and middle school
- Serve as liaison between the District, County, SELPA, and other public agencies to ensure timely services are provided
- Assist District in monitoring compliance with state and federal laws
- Plan, organize, and monitor management information systems in accordance with reporting requirements
- Assist in the development of District policies and procedures related to the provision of special education and related services
- Provide coordination and consultation in program development
- Assist in placement of students who require placement outside the District into other SELPA districts, neighboring SELPAs, nonpublic schools, etc.
- Provide other services as directed by the Executive Director of Student Services and the Director of Special Education and Student Supports.
- Assist staff in the use of web IEP system and the development of IEPs
- Evaluate progress of students and effectiveness of services provided
- The duties listed above are intended only as illustrations of the various types of work the

District Program Specialist may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal and state legislation and regulations related to special education
- Conflict resolution and problem-solving strategies
- Knowledge of positive behavior support strategies and best practices
- Knowledge of disabilities and effective curriculum practices
- Social, emotional, cognitive, physical, language, academic and psychomotor forces in children that affect the learning process
- Cultural, ethnic, and language variations in the selection and use of appropriate diagnostic tools designed to assist in formulating enrichment, prevention and remedial processes for children
- Instructional programs and best practices in general and special education
- Effective staff development techniques
- Federal disability categories and their implications for educational planning
- Interagency collaboration

ABILITY TO:

- Effectively present information and respond to questions from a variety of school staff, parents and agencies
- Interpret and work from a variety of presentations furnished in written, oral, electronic, diagram, or schedule form
- Apply knowledge of current research, theory, and practices regarding curriculum, instruction and assessment
- Gather, coordinate, analyze and reconcile input from diverse sources
- Analyze and utilize data to make informed decisions
- Function as a team member in a variety of settings and situations
- Modify systems, procedures, and programs within area of responsibility
- Use Standard English to communicate orally and in writing with large and small audiences
- Seek out necessary information, agencies and resources for specific situations
- Establish and maintain cooperative and effective working relationships with a diverse community
- Operate common office machines and software

QUALIFICATIONS:

- Knowledge of the laws, regulations, rules, policies and resources that affect Special Education in California
- Mastery skill in communicating in critical situations, orally, in writing, and in facilitating group processes
- Advanced skill in data management and analysis
- Expertise in one or more areas of special education program planning and service delivery
- Mastery skill in working with others in both authority and non-authority relationships on a

routine basis.

EDUCATION, LICENSES AND EXPERIENCE:

- Master's Degree from an accredited college or university with major course work in special education or related field
- Valid California Teaching Credential with Special Education authorization or California Pupil Personnel Credential in School Psychology
- Valid California driver's license with own transportation and evidence of insurance
- California Administrative Services Credential, preferred
- Five years of successful experience in the field of special education
- Experience serving as a Program Specialist is desirable

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Perform work which is primarily in an office setting
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time
- Work at a computer screen for prolonged periods
- Mobility to stand, stoop, reach, bend and kneel/crouch
- Lifting items up to twenty-five pounds

SALARY:

Placement on the Certificated Management Salary Schedule.