INFORMATION SHEET 03.08.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed New Job Description and Salary Schedule Placement -
Special Education Program Specialist, Certificated Management Range 110.

The District is proposing the addition of the following Special Education position:

Special Education Program Specialist

It is recommended that the position be placed on the Certificated Management Salary Schedule, Range 110.

RECOMMENDATION:
Approval of the Proposed New Job Description and Salary Schedule Placement - Special Education Program Specialist, Certificated Management Range 110.

JOB DESCRIPTION

POSITION: Special Education Program Specialist
SALARY PLACEMENT: Certificated Management

DUTIES:
Under the general supervision of the Director of Student Services and Special Education, the Special Education Program Specialist assists the Director in providing overall management and direction in the planning and implementation of Special Education Services. The Special Education Program Specialist coordinates activities relating to the placement of pupils in appropriate special education programs. The Special Education Program Specialist is a consultant to site, district staff and to parents in helping to implement the individual education plans for pupils as developed by the Individualized Education Program teams.

DIRECTLY RESPONSIBLE TO:
Director of Student Services and Special Education

RESPONSIBILITIES:
- Assist in reviewing program, budget, and staffing plans to assure conformance with local, state and federal regulations.
- Assist in the development of policies and procedures in matters relating to the identification and placement of students with special needs.
- Assist in representing the District in the area of Special Education Services in its cooperative relationships with community members, community agencies, and district committees and councils.
- Assist in the planning for the continuous evaluation and improvement of the services provided by the Department.
- Observe, consult with, and assist all Special Education Department staff.
- Develop programs, coordinate curricular resources, and evaluate effectiveness of programs for students with exceptional needs.
- Serve as a resource for site principals regarding program function, teacher evaluation, and state and federal mandates regarding special education.
- Assist with functional behavior assessments and positive behavior intervention for special needs students.
- Develop, coordinate and provide inservice training for District staff.
- Supervise and participate in I.E.P. and case review meetings where appropriate.
- Assist with nonpublic and state school placements for special needs students.
- Conduct meetings for all Special Education staff, classified and certificated.
- Provide statistical data to facilitate program projections and make recommendations regarding special education assignments for teachers, Para Educators, and School Psychologists.
- Serve as a liaison with a variety of community and governmental organizations.

- Maintain regular and prompt attendance in the workplace.
- Perform other related duties as assigned.

QUALIFICATIONS:
Special Education teaching credential, Clinical or Rehabilitative Services credential, Speech-Language Pathology Services credential or Pupil Personnel Services credential. Have a Master's Degree (preferred). Minimum five years of successful Special Education experience in an educational setting is preferred. A valid California Driver's License is required.

KNOWLEDGE OF:
Knowledge of Special Education laws and other laws related to minors; Various disabilities served by special education, and normal and atypical child development; Student assessment practices and interpretation of test data; behavior analysis and positive behavior intervention planning; Scheduling procedures and practices for the best use of resources; Knowledge of oral and written communication skills, program assessment and evaluation; Techniques for remediation of learning deficits.

ABILITY TO:
Ability to maintain cooperative working relationships with staff, administration, parents and the community; Communicate effectively, both orally and in writing, and successfully serve a diverse student population; Plan, organize, develop, and coordinate the activities of a broad range of programs and special services; Apply conflict resolution and problem solving techniques and make use of community resources; Use principles of supervision, training, and program administration; Analyze program activities and implement procedures which will improve special education services; Ensure that programs and activities are carried out in compliance with state and federal requirements; Make effective public presentations of program information.

ADA REQUIREMENTS:
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

CREATED:	February 2022
BOARD APPROVED:	Pending Board Approval

PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/BEHAVIOR SPECIALIST/SPECIAL EDUCATION PROGRAM SPECIALIST							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
70	*Psychologist	187	$91,595	$94,345	$97,175	$100,089	$103,188
80	*Speech Language Pathologist	187	$89,067	$91,741	$94,493	$97,327	$100,341
100	*Behavior Specialist	187	$84,264	$86,794	$89,397	$92,078	$94,930
110	*Special Education Program Specialist	200	$102,176.00	$105,214.00	$108,398.00	$111,650.00	$115,000.00