

## Program Specialist III/Administrator - SELPA

### Purpose Statement

The job of Program Specialist III/Administrator - SELPA is done for the purpose/s of serving as liaison with district administrators, teachers and support staff to facilitate the provision of quality integration mainstreaming of students with disabilities; providing assistance in the modification of the core curriculum; and implementing and maintaining services within established guidelines and standards.

This job reports to Assistant Superintendent, SELPA

### Essential Functions

Collaborates with district personnel and other districts for the purpose of implementing and maintaining services and/or programs.

Evaluates programs and/or projects (e.g. data analysis for compliance of district, develop data searches, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.

Facilitates meetings, processes, etc. (e.g. employee training; observe, train and coach new teachers; support parents in increasing their knowledge of their child's procedural safeguards and problem-solving, etc.) for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.

Implements assigned programs and/or projects (e.g. social-emotional protocols for crisis response and direct and coordinate the YCOE crisis response team, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.

Maintains a variety of manual and electronic files and/or records (e.g. confidential data, data analysis, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors assigned district activities and/or program components (e.g. guidance for assurance of equal access to students in SELPA, appropriate placement of students with severe disabilities, adaptation of core curriculum and preparation of specialized materials, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Participates in the training and coaching of personnel (e.g. consultation to special education and classroom teachers, support staff and administration regarding integration and mainstreaming of students with severe disabilities; use of a variety of assessment methods, etc.) for the purpose of enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.

Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of topics (e.g. behavior intervention strategies and procedures, etc.) for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior patterns of learning disabled children.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

### **Required Testing:**

### **Certificates and Licenses**

Administrative Services Credential  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Exempt

### **Approval Date**

6/21/2017

### **Salary Grade**

115