

### **Program Specialist III/Administrator – Special Education**

#### **Purpose Statement**

The job of Program Specialist III/Administrator – Special Education is done for the purpose/s of coordinating assigned special education program components and related activities by serving as a liaison with district administrators, teachers and support staff; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director, Special Education

#### **Essential Functions**

Assists with personnel functions (e.g. participates in selection and training of assigned staff, orients and coaches new staff, serves as the trainer, coach and liaison for Special Education Information System (SEIS) related issues, gives input into employee evaluations, etc.) for the purpose of enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.

Collaborates with district personnel and external agencies (e.g. monitor compliance with the IEP process, documents and reports; serves as liaison between LEA representatives, including administration and program specialists and Yolo County Office of Education (YCOE) Special Education administration regarding potential student placements, integration and inclusion opportunities, etc.) for the purpose of implementing and maintaining services and/or programs.

Coordinates contracted services, program components, support needs and material (e.g. works with SELPA to support common and overlapping needs within the SELPA and in YCOE exclusive programs, etc.) for the purpose of delivering services in compliance to established guidelines.

Develops proposals, new programs, budget and grants (e.g. workability grant and classroom expenditures; workability budget for YCOE, etc.) for the purpose of meeting District goals.

Evaluates and supervises assigned staff for the purpose of ensuring that standards are achieved and performance is maximized.

Evaluates programs and/or projects (e.g. curriculum that aligns with Common Core, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.

Facilitates meetings, processes, etc. (e.g. training for special education teachers, paraeducators, and other administrative or managerial staff; intern selection committee; DHH Parent Committee, 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. college and career readiness, 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. needs assessments for materials, supplies, and training, 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. compliance for IEP's, budgets, testing, and reports, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of written materials (e.g. 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. serves as administrator's designee for IEP meetings; creates trainings for staff and topics; consultation, mentoring and coaching to special education staff regarding academic and functional skills curriculum and individualized student needs; pre-service and in-service trainings for internal/external, 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: special education laws and regulations; instructional procedures and practices; conflict resolution; and concepts of grammar, spelling and punctuation.

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 under conditions with some exposure to risk of injury and/or illness 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:**

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

Maintains Certificates and/or Licenses

#### **Certificates and Licenses**

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

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**  
Exempt

**Approval Date**

6/21/2017

**Salary Grade**  
115