

# **Sacramento County Office of Education Job Description**

## **Classification Title: Program Specialist**

### **DEFINITION**

Under supervision, provides expertise and assistance in programming and instruction of individuals with exceptional needs. Performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, trains and assigns work to instructional support staff and provides input into the performance evaluation process.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Individualized Education Program Process**

Attends and serves as a member, or as a designated IEP chairperson, to determine the eligibility of a student for the special education program; assists in the development of IEP instructional goals/objectives; assists in identifying other related services for the student; assists in facilitating student placement into special education programs.

#### **Training/Consultation**

Plans programs with instructional staff members, coordinates curricular resources, evaluates effectiveness of programs for individuals with exceptional needs, participates in staff development, program development, and innovation of special methods and approaches; provides coordination, consultation, and program development with all related services in special education; participates in staff development activities.

#### **Interpersonal Relations/Communications**

Maintains cooperative working relationships with parents, staff, and other school personnel; serves as a resource/liaison with other agencies and community services and organizations; maintains effective and timely written and oral communications with parents, staff, other school personnel, and community agencies and organizations.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a California special education credential, clinical services credential, health services credential, or a school psychologist authorization, and has had a minimum of three years of experience in special education programs.

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

Knowledge of the principles and techniques of individualized instruction; knowledge of the principles and techniques of behavioral management; knowledge of current trends in educational methods for individuals with exceptional needs; ability to establish and maintain a program of instruction and learning for exceptional individuals; skills to consider and analyze data and alternatives and take appropriate action.

#### **Other Characteristics**

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments (mileage reimbursed).

Revised 8/29/83  
Revised 2/91  
Revised 2/01