

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Program Specialist – Partnering with Parents

DEFINITION

Under supervision, provides expertise regarding serving students with disabilities ages birth to twenty-two and assistance supporting the Partnering with Parents program in collaboration with the California Department of Education (CDE); performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, trains and assigns work to staff and consultants 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 of tasks which may be found in this classification.)

Provides expertise and guidance regarding the parenting needs of individuals caring for children with disabilities and parent participation in special education; develops and implements processes to increase the amount and improve the quality of information collected by CDE from parents regarding parental involvement in special education; provides professional development and technical support related to current practices in delivering special education services to Special Education Local Plan Areas (SELPA) and Local Educational Agencies (LEAs) which are in program review; collaborates with and serves as a resource/liaison for related public agencies, community organizations and parent engagement groups and centers statewide; assists CDE staff with various reviews related to the Quality Assurance Program; participates in monitoring activities related to gathering parent input; reviews and maintains knowledge of current research on parent involvement in special education; delivers training and technical assistance in relation to parent involvement; directs and monitors activities and data gathering efforts of consultants; organizes, facilitates and attends consultant and parent meetings; prepares and makes presentations as needed; maintains effective and timely written and oral communications with staff, community organizations and other agencies.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a California special education credential, clinical services credential, health services credential, or a school psychologist authorization; a minimum of three years experience in special education programs; current background and experience in Special Education and parent engagement activities required.

Knowledge of:

Principles, techniques, current trends and research regarding the meaningful engagement of families in educational settings; requirements for parent engagement within federal and state laws and regulations; current trends and quality indicators in educational methods for individuals with exceptional needs; funding models for serving individuals with disabilities and their families; Special Education laws, regulations and accountability efforts; standard software applications.

Skill and Ability to:

Plan, develop, implement, and evaluate programs; read and understand research on current trends in parent engagement; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; analyze data and develop recommendations in a written report; develop and maintain positive cooperative working relationships with individuals and groups including staff, school personnel, community organizations and other agencies; direct and monitor the work of others; plan and facilitate group meetings; effectively transmit knowledge and skills to others; communicate effectively in both oral and written form.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within and outside the state as required.

6/2014