

**Sacramento County Office of Education Job Description**  
**Classification Title: Program Specialist, Special Education Local Plan Area**  
**(SELPA)**

**DEFINITION**

Under supervision, provides expertise and assistance in programming and instruction of individuals with exceptional needs, supports member districts with state and federal compliance issues, and assists with implementation of the SELPA Alternative Dispute Resolution process. Performs related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Executive Director, SELPA

**SUPERVISION OVER**

None

**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 special education programs and services; assists in the development of IEP instructional goals and objectives, identifying related services for the student, and facilitating student placement into district, regional, non-public and residential special education programs; provides leadership related to best practices in meeting students' identified educational goals in both general and special education settings.

**Training/Consultation**

Provides technical assistance to special and general education staff regarding program development and innovation of special education methods; evaluates effectiveness of programs for individuals with exceptional needs; develop, plans, coordinates and delivers staff professional learning workshops, materials and resources; provides coordination, consultation, and program development with related services in special education.

**Program Support and Compliance**

Assists districts in the development, enhancement, implementation and maintenance of special education instructional programs to meet federal and state mandates; assures students with special needs have full educational opportunities; supports and assists implementation of the Alternative Dispute Resolution process, documenting concerns, gathering information, formulating solutions and facilitating or mediating interactions as needed; monitors programmatic and regulatory developments affecting special education programs; assists districts in meeting federal and state standards and reporting requirements for special education programs; assists in the preparation of state compliance reports.

**Interpersonal Relations/Communications**

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

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a California special education, clinical services, health services, or school psychologist credential and five or more years of experience in special education programs.

**Knowledge of:**

Principles and techniques of individualized instruction and early intervention positive behavior supports; special education programs and the IEP process; effective teaching strategies, classroom management systems and data-based decision making; interdisciplinary approaches to teaching; curriculum resources and materials for students with special needs; Framework and State standards in content areas; Educationally Related Mental Health Services; effective research-based curriculum and professional learning; current trends and best practices in educational methods for individuals with exceptional needs; current state and federal regulations related to special education; the Center for Appropriate Dispute Resolution in Special Education continuum of dispute resolution processes and practices.

**Skill and Ability to:**

Establish and maintain a program of instruction and learning for exceptional individuals; provide support in curriculum; develop and deliver professional learning; develop and maintain effective working relationships with individuals and groups; facilitate meetings with multiple stakeholders and mediate dispute resolutions; communicate effectively in both oral and written forms; consider and analyze data and alternatives and take appropriate action.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed.

8/2017