

PROGRAM SPECIALIST, LEARNING AND SEVERELY HANDICAPPED**Definition:**

Under the direction of the Director of Special Education, develops, coordinates, and assists in supervising programs for Learning Handicapped (LH) and Severely Handicapped (SH) students; assists in the development and implementation of District policies and budgets relating to the District program responsibilities; provides leadership in articulating and coordinating the programs through the various District organizational levels, assists site level administrators in the evaluation of certificated and classified personnel within the specified program areas.

Qualifications:**Credential**

Valid Special Education Credential or a School Psychologist authorization

Experience

A minimum of three (3) years practical public school experience in the education of individuals with exceptional needs and a specialized, in-depth knowledge of learning handicapped, behaviorally disordered, and severely handicapped, of assessment and prescriptive techniques, matching learning needs to learning modalities, as well as in-service training activities for professionals and parents.

Education

M.A. Degree or equivalent.

Typical Duties and Responsibilities:

- ❖ Assesses the need for and develops staff in-service and parent education programs.
- ❖ Assists in supervising the instructional programs for LH and SH Programs.
- ❖ Prepares budget information and makes periodic reports to the Director of Special Education.
- ❖ Assists in evaluating LH and SH Programs.
- ❖ Assists in developing extended year programs, when appropriate.
- ❖ Maintains screening programs for the continuous identification of children who need or qualify for Special Education services.
- ❖ Conducts needs assessment for establishment and expansion of District Special Education programs.
- ❖ Participates as a member of the Individualized Educational Program (IEP) team in the identification of individuals with exceptional needs, as appropriate.
- ❖ Assists Special Education personnel in developing instructional objectives and techniques for implementing IEP's for individuals with exceptional needs.
- ❖ Provides for articulation of Special Education programs among elementary, junior high, and senior high schools.
- ❖ Coordinates the delivery of support services to individuals with exceptional needs.
- ❖ Orients regular and special program staff regarding policies and procedures necessitated by State and Federal laws, as they relate to individuals with exceptional needs.
- ❖ Assists in the screening, employment and evaluation of credentialed and classified Special Program staffs.
- ❖ Submits reports and recommendations to the administration on policy, curriculum, and legally required data, as requested by the Director of Special Education.
- ❖ Works closely with the Transportation Department relative to problems of transporting Special Education students in the LH and SH programs.

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- ❖ Serves as a resource person to school, parent, and community groups in interpretation of District special programs.
- ❖ Assists the director in maintaining compliance of District special programs with State and Federal laws.
- ❖ Assists teachers in the development and implementation of transition services for LH and SH students.
- ❖ Assists teachers in developing appropriate and meaningful individual Transition Plans for students 14 years of age and older.