



RIALTO UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST (Special Education)

Management Job Description

DEFINITION

Serves as a knowledgeable professional in the Individual Education program (IEP) planning process. Observes, consults with and assists resource specialists, designated instruction and services instructors, and special class teachers. Plans programs, coordinates curricular resources, and evaluates effectiveness of programs for individuals with exceptional needs. Participates in each school's staff development, program development, and innovation of special methods and approaches. Provides coordination, consultation and program development primarily in one specialized area or areas of his or her expertise.

ESSENTIAL DUTIES

Under the general direction of the Coordinator of Special Education, performs the program specialist services as established by state and federal regulations including but not limited to the following examples of duties and functions:

- Observes, consults with, and assists special education teachers, designated instruction and services instructors, and special class teachers.
- Plans programs, coordinates curricular resources, and assists in evaluating the effectiveness of programs for individual with exceptional needs.
- Provides coordination, consultation and program development in his/her area(s) of expertise.
- Provides assistance to the special education teaching staff in planning, organizing and coordinating staff functions, necessary staff development, and use of facilities, materials, and equipment purchase.
- Assists in planning and implementation, and participates in staff development, program development, and innovation of special methods and approaches of staff development activities at school, District, and SELPA levels.
- Participates as a member of IEP team as appropriate.
- Assists special education personnel in implementing and coordinating the services in the IEP.
- Responsible for monitoring curriculum, materials, and methodology in his/her area(s) of expertise.
- Serves as a resource in the identification, and use of instructional materials in order to differentiate instruction.
- Assists in the articulation of special education personnel in implementing and coordinating the services in the IEP.
- Responsible for monitoring curriculum, materials, and methodology in his/her area(s) of expertise.
- Assists in the articulation of special education programs between elementary middle, and high schools.
- Maintains knowledge of current laws and regulations pertaining to fair hearing materials.
- Attends meetings, conferences, and professional development training.
- Performs other duties as assigned.

QUALIFICATIONS

- Possession of a valid California Special Education Credential(s), Clinical Services, or a Pupil Personnel Services Credential: School Psychologist Authorization.
- Five years of teaching experience.
- Possession of a valid California Driver's License; must have available private transportation.
- Possession of a Pro-ACT Training Certificate or agreement to complete the necessary training within (1) one year of employment.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

Work area requirements:

Ability to use common school hand tools, computer, telephone and photocopy machine; Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas; Spend up to 3 hours a week outside.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours,	Frequently/Medium - 3 to 6 hours,	Constantly/High - 6 to 8 hours
Stooping: Occasionally	Carrying: Frequently	
Bending: Occasionally	Standing: 0-30 minutes to 1 hour	
Lifting: Occasionally	Kneeling: Not required	
Reaching: Occasionally	Sitting: 0 or may sit 60 minutes a day	
Handling: Frequently	Crouching: Occasionally	
Grasping: Frequently	Push/Pull: Occasionally	
*Driving: Must have ability to get to in-service meetings	Fingering: Occasionally	

****Possession of a current California Driver’s license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Not required
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching below shoulder level:	Yes - Frequently

Sensory requirements:

Ability to see: Constantly	Ability to talk: Constantly
Ability to hear: Constantly	Ability to smell: Constantly
Ability to touch: Constantly	

Must be able to deal with these environmental considerations:

Odor: Not required	Fluorescent lights: Yes, all day long
Humidity: Yes, occasionally	Working inside: 95% of the day
Moisture: Not required	Working outside: 5% of the day
Floor may be slippery at times: Yes, when painting	
Noise: Must be able to work around “productive noise”	
Heat: Has own air conditioning/heating may break down	
Working in close quarters with others: Yes, all day long	

This job requires:

Alertness: Yes	The use of two hands: Yes
Attention to detail: Yes	Recall of names and dates: Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

Ability to deal with psychological factors:

Team work: Yes	Repetitive tasks: Yes
Frustration: Medium	Level of responsibility: High
Must keep up with schedule: High	Able to work overtime as needed: High
Dealing with angry parents, students: Yes	

Physiological factors:

Must maintain a high level of consciousness: Yes	Ability to comprehend and follow directions: Yes
Orientation to time, place, or person: Yes	Able to keep up a high activity level during the shift: Yes
Ability to read at 12 th grade level: Yes	