



RIALTO UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST (Special Education)

Management Job Description

DEFINITION

Under the direction of the Lead Special Services Agent, serves as a knowledgeable professional in the Individual Education Program (IEP) planning process. Provides consultative, support and advisory services to teachers, parents, administrators, and staff in the implementation and operation of prevention, intervention, and/or special education programs for students with special needs primarily in one specialized area or areas of his or her expertise. Participates in each school's staff development, program development, and innovation of special methods and approaches. Assists in creating inclusive schools for students with exceptional needs, and fostering a District culture to ensure equity and social justice.

ESSENTIAL DUTIES

Under the general direction of the Lead Special Service Agent, 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 education specialist, special education teachers, related service providers, and administrators.
- Plans programs, coordinates curricular resources, supports interventions and assists in evaluating the effectiveness of programs for individuals with exceptional needs to determine the least restrictive environment for students.
- Provides assistance to special education and general education teachers on differentiation of curriculum, accommodations, and modifications for students with special 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 schools.
- Participates as a member of the IEP team as appropriate; facilitates alongside LEA representative, models facilitation, supports IEP team.
- Ensures IEP meetings are held in accordance with federal and state regulations.
- Assist in meetings and development of activities to ensure successful transitions take place between instructional settings.
- Assists special education personnel in implementing and coordinating the services in the IEP.
- Serves as a resource in the identification and use of instructional materials in order to differentiate instruction.
- 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

- Minimum of five (5) years of successful teaching experience in the education of individuals with special needs and in depth knowledge of Special Education.
- Possession of or be eligible for a Master's degree from an accredited college/university by the deadline date.
- Possession of a valid California Special Education Teaching credential.
- Valid authorization for English Language Learners.
- Possession of a crisis management certificate (PCM, Pro-ACT, CPI, etc.) or agreement to complete the necessary training within one (1) year of employment.
- Possession of a valid California Driver's License; must have available private transportation.

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	