DURHAM
PUBLIC SCHOOLS

Durham Public Schools Job Description

Job Title: EC Pre-K Specialized Program Specialist
Department: Exceptional Children's Department
Reports To: Director of Exceptional Children's Pre-K

Position Summary

The EC Pre-K Specialized Program Specialist supports the implementation and effectiveness of Exceptional Children (EC) Pre-K Specialized Programs. This role provides consultation, coaching, and direct support to EC staff to ensure high-quality instruction, compliance with Individualized Education Programs (IEPs), and effective classroom practices. The specialist assists with case management, data systems, and program implementation, and collaborates with school teams to support student success.

Duties and Responsibilities

- Conduct classroom observations within specialized programs and provide actionable feedback on classroom design, structure, and instructional routines.
- Provide student-specific consultation, including observation and recommendations for behavior, self-care, and instructional strategies.
- Monitor and support the implementation of student IEPs and related services.
- Assist with IEP case management, including serving classrooms without a licensed teacher when necessary.
- Collaborate with school administrators to identify program strengths, needs, and recommendations for separate setting classrooms and individual student supports.
- Participate in IEP meetings, contributing to the development of measurable goals and objectives.
- Assist in conducting Functional Behavior Assessments (FBAs) and developing Behavior Intervention Plans (BIPs).
- Support teachers in developing and implementing effective data collection systems and practices.

- Participate in and deliver professional development aligned to program needs and best practices.
- Maintain ongoing professional learning at the local and state level.
- Perform additional duties as assigned by the supervisor.

Minimum Education, Experience, and Requirements

- Master's degree in Special Education, Educational Leadership, or a related field preferred.
- B-K License required.
- Minimum of three (3) years of experience in special education classrooms or similar experience.
- Demonstrated experience in staff training, mentoring, or leadership roles.
- Ability to perform all essential duties effectively.

Knowledge, Skills, and Abilities

- Strong oral and written communication skills, including grammar and professional writing.
- Ability to collaborate effectively with families, school staff, administrators, and community partners.
- Knowledge of evidence-based instructional and behavioral practices.
- Strong organizational, problem-solving, and conflict resolution skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to remain calm, professional, and solution-focused.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Ability to learn, interpret, and apply district policies and program procedures.
- Strong customer service orientation and responsiveness.

Physical Requirements

This position requires light physical activity, including exerting minimal force to move objects. Crisis Prevention Institute (CPI) training may be required, including the use of physical restraint in situations where a student poses an imminent risk of harm to themselves or others. Physical restraint is used only as a last resort.

Disclaimer

This job description is intended to describe the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.
