POSITION TITLE: Special Education Program Specialist

CONTRACT LENGTH: 11M/12M

DATE: 04/30/09

DATE OF LAST REVISION: 04/30/09

JOB CODE: AC0613, AC0615

PAY GRADE: 28

FLSA EXEMPTION STATUS: E

Job Family - Academics

JOB SUMMARY
Serves as special education subject matter expert in the coordination and implementation of instruction for students with cognitive and developmental delays in accordance with district procedures and state and federal laws. Administers programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing programs. Directs and coordinates program activities and collaborates with personnel responsible for specific functions or phase of programs. Confers with staff to explain program and individual responsibilities for functions and phases of program. Assist with implementation activities and carrying out objectives of program.

MAJOR DUTIES & RESPONSIBILITIES

<table>
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<th>List most important duties first</th>
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<tr>
<td>1. Develops and implements districtwide specialized staff training for special education teachers, support staff, administrators, and parents on specialized instructional strategies for students with disabilities. Develops and monitors districtwide program implementation, instructional materials, and curriculum materials.</td>
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2. Conducts program needs analysis and serves as subject matter expert to collaborate with other departments on developing procedures and practices to service students with learning disabilities. Collaborates with central office, regional office, staff, and field agencies to implement a districtwide continuum of instructional services and increase services in general education for students with learning disabilities. Delivers in class support, model lessons, and coaching of best instructional practices to advance student achievement. Leads the ongoing, districtwide process to collect, review, and submit to TEA required achievement data for students with disabilities.

3. Collaborates with teachers, principals and regional staff regarding special education services in schools on student placement and evaluation. Monitors systematic collection and analysis of student data to review achievement and evaluate effectiveness of districtwide instruction for students with disabilities.

4. Monitors classroom instructions and behavior intervention via observations, walk-throughs, demonstrations, conferences and evaluations.

5. Serves as a resource to campus personnel and program coordinators in the selection of adaptive materials and equipment based on students’ Individualized Educational Plans and provide teacher consultation on their use.

6. Performs other job-related duties as assigned.
**EDUCATION**
Master's Degree

**WORK EXPERIENCE**
3 to 5 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office
- Teacher Certification
- Office equipment (e.g., computer, copier)
- Special Education Certification

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**
Analyzes and interprets data and figures.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

- Ability to carry and/or lift less than 15 pounds.