

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST – ALTERNATIVE EDUCATION DEPARTMENT AND CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the Director-Alternative Education or designee, coordinates and participates in the provision of regionalized special education services for students in assigned Special Education Local Plan Area(s) (SELPA(s)); provides case management of and advocacy for individual students; participates in fair hearings, Individualized Education Plan (IEP) meetings, compliance reviews and medications concerning the provision of students of mandated services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates and participates in the provision of regionalized special education services for students in assigned SELPA(s); provides consultation and administrative representation for inter- and intra-district, non-public, State, residential, and Santa Clara County Office of Education (SCCOE) operated schools, community agencies and programs, and parents and students; provides assistance regarding compliance complaints, medications, due process hearings and coordinated compliance reviews to promote a thorough understanding of issues related to the provision of mandated services.

Provides case management of and advocacy for individual students; participates in assessments and observes students and programs to determine needs and identify appropriate placements; participates in IEP development and monitors the provision of agreed-upon services; serves as administrative designee or district representative in IEP team for non-public, inter-district and state schools, and SCCOE programs.

Monitors and evaluates the provision of programs and services; evaluates student progress; balances the right of students and parents with the interests of districts and agencies.

Collects and analyzes data regarding population trends, numbers and types of students served within given geographical areas, the legal, program, and fiscal implications of new legislation and other data related to assigned activities.

Provides support and advises on the utilization of Instructional Personnel Service Units (IPSUs).

Assesses the effectiveness of programs and program delivery systems; identifies program needs; advises on the expenditure of low incidence funds; communicates with juvenile hall and probation staff, ranch staff, teachers, site administrators and others regarding student progress and related programs.

Develops, implements and evaluates a variety of in-service programs for regular and special education administrators, instructional personnel, volunteers, parents and parent organizations, staff of State and local agencies, and members of State and community committee members; provides training in areas related to assigned activities including legislation, eligibility for special education and related delivery systems, IEP processes, assessment and instruction, learning styles and strategies, curriculum and other areas as needed.

Develops, coordinates and implements special projects related to grant development and utilization, and curriculum development and instruction; reviews and revises the local plan; prepares procedures and guidelines for implementing new legislation; prepares and maintains publication of SELPA/Office directories, parents rights handbooks, newsletters, brochures, forms and analyses.

Investigates, identifies and recommends appropriate placements based on diagnostic decisions regarding students' instructional needs; determine crisis intervention strategies in cases of student

Program Specialist – AED and Charter Schools- continued

expulsions/suspensions, mediation/fair hearing, and compliance complaints; identify, clarify and participate in the resolution of concerns regarding the provision of appropriate services to students; conduct annual reviews, revise and/or recommend changes to district curricula.

Operates a computer and standard office equipment; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional programs and practices (regular and special education) in assigned SELPAs and alternative placements;

Conflict resolution and problem-solving strategies;

Federal and State legislation and regulations related to special education;

Effective staff development techniques;

Oral and written communication skills;

Operation of a computer and assigned software;

Interpersonal skills including tact, patience and courtesy;

Budget monitoring and control

ABILITY TO:

Coordinate and participate in the provision of regionalized special education services for students in assigned SELPAs;

Provide case management of and advocacy for individual students;

Coordinate and reconcile input from diverse sources;

Make decisions to align with the needs of the Probation Dept., juvenile justice advocates and the school program;

Serve as a team member in a variety of settings;

Collect, assemble and analyze data, preparing reports and monitoring progress;

Modify systems, procedures and programs within area of responsibility;

Analyze situations accurately and adopt an effective course of action;

Plan and organize work;

Meet schedules and timelines.

Prepare and maintain records and reports related to assigned activities;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and standard office equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in special education, clinical services, career vocational development or related field and three years of experience in special education or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Special Education Credential, clinical services credential, or valid California School Psychologist authorization;

Valid California driver's license

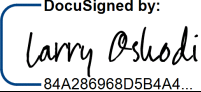
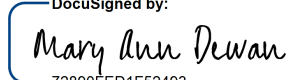
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information;
Seeing to read a variety of materials;
Dexterity of hands and fingers to operate a computer keyboard;
Bending at the waist, kneeling or crouching to file materials;
Sitting or standing for extended periods of time

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by:  72800FED4F62483...	8/1/2021 4:18 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

- Revised 3/18/15: added: *Make decisions to align with the needs of the Probation Dept., juvenile justice advocates and the school program*
- Revised 8/26/19: Revised reporting structure from Director III – AED to Director/Principal-AED
- Revised 11/4/19: Title changed from Program Specialist to Program Specialist-AED
- Revised 7/30/21: Licenses and Other Requirements updated to include CA Admin. Services Credential
Title revised to include Charter Schools