

**CLASS TITLE: SELPA PROGRAM SPECIALIST**

**BASIC FUNCTION:**

Under the supervision of the SELPA Director, the SELPA Program Specialist provides leadership and assistance to the Local Education Agencies (LEAs), the SELPA, and the community through the coordination of services to students with disabilities. The SELPA Program Specialist supports program related activities and duties including appropriate placement and services, consultation to LEAs and parents, and promotion of interagency collaboration. The SELPA Program Specialist provides technical assistance to districts and the County Office of Education to ensure compliance, assists with development of the Local Plan and SELPA Procedures Manual, and develops and promotes evidence-based practices throughout the SELPA. The position includes participation in the development, coordination, implementation, and evaluation of SELPA-wide Professional Learning for general education staff, special education staff and parents.

**REPRESENTATIVE DUTIES:**

Monitor compliance and procedures for referral, assessment, identification, Individual Education Program (IEP), and placement.

Consult with professionals, the community, parents, and agencies regarding special education laws, procedures, and policies including: the Local Plan for Special Education; Individuals with Disabilities Education Act; Section 504; and other laws related to students with disabilities.

Function as a liaison between agency and committees including Community Advisory Committees, Regional Centers, Head Start and public agencies responsible for services to eligible students.

Assist LEAs and the County Office of Education with Alternative Dispute Resolution.

Develop and implement an ongoing appraisal of programs and services for students with emotional and behavioral needs.

Assist in the preparation of the Local Plan for Special Education in accordance with California Department of Education, Federal specifications, procedural manuals, and community awareness materials.

Provide leadership for SELPA-wide Professional Learning for LEA staff, parents, and community.

Coordinate and participate in interagency activities, including case management, grant writing, and interagency agreement development.

Serve on SELPA committees and projects as specified by the SELPA Director.

Assist with classified employee evaluations as assigned.

Assist the SELPA Director in monitoring the Local Plan implementation, legal compliance, data collection and analysis.

Research information for the purpose of developing new programs, resources or plans in coordination of SELPA program initiatives.

Develop written materials to provide resources in written format.

Operate office equipment including a copier, fax machine, computer and assigned software; utilize audio-visual equipment as required; drive a vehicle to conduct work.

Attend and coordinate meetings, conferences, workshops, special events and training sessions; present information concerning assigned programs and services.

**KNOWLEDGE OF:**

Current state and federal special education regulations.

Special education curriculum resources.

Core curriculum.

Universal design for learning.

Behavior intervention methodology including positive behavior intervention strategies, individual and classroom management techniques.

Principles of child and adult learning and engagement; student assessment methods; evidence-based best practices in education.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic public relations techniques.

**ABILITY TO:**

Work harmoniously and effectively with administrators, teachers, staff members, district personnel, students, families and community members.

Assure proper and timely resolution of related student, family and staff issues and conflicts.

Demonstrate highest standards of integrity, honesty, ethics, confidentiality and professionalism.

Stay abreast of current trends, innovations, and practices in education, particularly for students with disabilities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situation accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

**EDUCATION AND EXPERIENCE:**

Master's degree major course work in special education or related field and five years educational experience, with at least three years of providing direct services to students with disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid California credential authorizing instruction or services to special education students.

**DESIRED:**

Bilingual Spanish  
Valid California Administrative Services Credential

**WORK ENVIRONMENT**

Office, classroom playground, driving vehicle throughout the county to conduct work.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Grade Allocation: Certificated Management 40	Accountability of time: Assigned Administrator
Adopted: 5/10/19	Tasks assigned by: Assigned Administrator
Revised: 6/19/2020	Evaluated by: Assigned Administrator
	Hiring authority: Assigned Administrator