

**PROGRAM SPECIALIST III
(SPECIAL SERVICES)****DEFINITION:**

Under the direction of the Director of Special Education, oversee the District's program of psychological services to schools; provide resource and consulting assistance in the area of Special Education; complete special projects relevant to the Pupil Services Department, including staffing issues and parent/student contact; insure compliance with State and Federal Special Education laws; act as liaison between Special Education and the GATE Department; and assist in insuring compliance with Section 504.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the District psychology program; supervise School Psychologists including hiring, assigning, evaluating, in-servicing and advising regarding specific laws and procedures.
- Work with the Director of Special Education to provide assistance to principals and assistant principals in resolving Special Education issues; may perform psychological assessments and attend Individualized Education Program (I.E.P.) meetings as required.
- Supervise special education paperwork compliance and data entry for CASMIS.
- Assist with compliance on Special Education law, Special Education guidelines, and Board Policy.
- Serve as liaison with the GATE Department regarding GATE assessment issues and coordination of annual GATE psychological assessments. Supervise and coordinate K-2 individual GATE testing.
- Assist with the coordination and implementation of Section 504. Complete annual 504 OCR Federal report, establish procedures for 504 compliance and monitor compliance, assist individual school with 504 plans, respond to 504 complaint issues, in-service District staff on 504 responsibilities and serve as a resource regarding 504 information to staff and parents; respond to and assist with the resolution of complaints to the Office for Civil Rights regarding Section 504 and other uniform complaint issues and document these complaints.
- Monitor nonpublic school special education placements including compliance with special education legal mandates and assurance that insurance and certification is current; monitor special education home schooled students who are registered with the County (CHEP).
- Coordinate and oversee STAR/SAT-9 and CAHSEE testing for special education students.
- Track Individualized Services Plans including review deadlines as well as other services being provided to students, including but not limited to BIP's OCHCA services, and 504 plans.
- Continuously update Special Education Handbook and special education forms to insure legal compliance and in-service staff when needed.
- Supervise printing and ordering of assessment instruments, protocols and forms for special education staff; responsible for the management of record destruction and retention policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Federal and State laws and regulations pertaining to Special Education Child and legal mandates under 504; principles of assessment and measurement needed to insure valid and reliable testing; GATE assessment guidelines.

Ability to:

Plan, organize and direct a team of School Psychologists; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience in school psychology.

Education:

A bachelor's degree from an accredited college or university; Master's degree preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid general School Psychologist, Pupil Personnel Services Credential, valid California Administrative Credential, and a valid California Driver's License.

Board Approved: June 27, 2006