

**PROGRAM SPECIALIST I
(Special Education Vocational Education)**

DEFINITION:

Under the direction of the Director or designee, assist in the planning, implementation, supervision, coordination, and evaluation of the District's pre-vocational and vocational education program for special education students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the District pre-vocational and vocational education program(s) for special education students; work cooperatively with District Guidance Specialist in recommending and monitoring District direction in pre-vocational and vocational education for all secondary students; work with secondary special education teachers to coordinate utilization of grant supported vocational education staff in maximizing student gain.
- Observe, advise and assist Special Education teachers, instructional assistants, job coaches, and vocational education case managers in matters pertaining to District Special Education pre-vocational and vocational programs.
- Direct and coordinate the activities of special education vocational grant supported staff; keep staff informed of laws and regulations; provide in-service and staff development for secondary school special education staff on pre-vocational and vocational trends/requirements.
- Initiate, complete and secure the award of new and renewal grant applications related to pre vocational skills development, vocational preparation/job training for secondary special education students; assist in developing program, hiring staff and administering program as per grant requirements; complete required documentation for grant applications and evaluation; maintain budget accounting procedures to monitor expenditures applicable to grants; monitor compliance issues.
- Evaluate, on a continuous basis, the pre-vocational and vocational education programs being delivered to secondary special education students and make or suggest modifications to the program so as to improve the services being provided.
- Provide liaison services between colleges, local businesses, community and government agencies, school sites and the District to ensure that coordinated services are provided to secondary special education students and parents.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs, work requirements, State and Federal grant requirements, new vocational education grant opportunities, etc.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Federal and State laws and compliance issues regarding special education and vocational education; special education vocational training methods and trends; grant development and coordination; labor market trends; recent developments and current literature relating to educational and job preparation.

Ability to:

Plan, organize and coordinate a special education pre-vocational and vocational program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records; establish and maintain effective working relationships.

Experience:

Three years successful experience in a special education or vocational education classroom which has provided the applicant the knowledge and abilities listed above.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, 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 California Special Education Credential or Pupil Personnel Services Credential; valid California Administrative Credential; and valid California Driver's License.

Board Approved: July 8, 2003

Revised: October 11, 2005

Revised: May 13, 2008

Revised: September 14, 2010