

**PROGRAM SPECIALIST I  
(Special Education Early Childhood)**

**DEFINITION:**

Under supervision of the Director or designee, in coordination with site administration, assist in the planning, implementation, supervision, coordination, and evaluation of the District's Special Education Early Childhood Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Observe, consult with, and assist Special Education Early Childhood staff and other special education staff as needed; plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs; provide coordination, consultation and program development; be responsible for assuring that pupils have a full educational opportunity.
- Keep staff informed of laws and regulations and monitor compliance issues; assist in the preparation for and participation in Mediation and Due Process Hearings; assist in Compliance Investigations.
- Assist Special Education personnel in implementing and coordinating the services in the Individualized Education Program (I.E.P.) to insure the Least Restrictive Environment, which may include assisting in inter and intra district placements and participating as a member of the I.E.P. team, as appropriate.
- Assist with long-range program planning, implementation and participation in the District and each school's staff development, program development, and innovation of special methods and approaches of staff development activities; oversee activities related to the placements in the Least Restrictive Environment, including inclusive education, implementation of methodologies, classroom strategies, and adapting the regular education curriculum.
- Take responsibility for and oversee projects and programs as assigned; examples of specialized assignments might include, inclusion, nonpublic schools and agencies, transition, specialized methodologies for the autistic, deaf and hard of hearing, etc.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Federal and State laws regarding special education, compliance issues conducted by Federal, State and local agencies; effective programs, resources and training for teachers of early childhood students with exceptional needs.

**Ability to:**

Plan effective staff development activities and program design; work with a variety of outside agencies; communicate effectively, both orally and in writing; establish and maintain effective working relationships.

**Experience:**

Three years of successful professional experience in special education in a school setting, with experience in early childhood (age 0-5) populations. Experience as a school psychologist, behavior intervention specialist or speech and language pathologist preferred.

**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: May 10, 2005

Revised: October 11, 2005

Revised: May 13, 2008

Revised: May 3, 2011