



AUBURN UNION SCHOOL DISTRICT

POSITION: PROGRAM SPECIALIST, SPECIAL EDUCATION

AUTA Certificated Position

Program Specialist Salary Schedule

DEFINITION: This is an Itinerant position serving all AUSD schools, under the direction of the Director of Student Support, the primary functions of a Program Specialist are to:

- Fulfill the role of LEA representative at IEP meetings, and interim placements.
- Provide mental health and behavior support and information.
- Assist with the overall coordination and implementation of Special Education services, including nonpublic agency services, and out-of-district placements.
- Serve as a liaison between the Director of Student Support and school staff, and outside agencies.
- Provide information and training regarding implementing and maintaining services within established procedures and regulations.

MINIMUM QUALIFICATIONS

- A valid California Credential required to fulfill the position. This can be fulfilled with a PPS (Pupil Personnel Services), School Psychologist, School Counselor, Special Education Teaching Credential.
- They should also have an extensive background and knowledge of special education laws and practices, training and knowledge of therapeutic and behavioral intervention.

ESSENTIAL DUTIES & RESPONSIBILITIES The essential duties and responsibilities for this position include, but are not limited to, the following:

- Under the guidance of the Director of Student Support, serves as the Local Educational Agency (LEA) representative (a.k.a., administrative designee) at IEP meetings and interim placements, both within and outside the district boundaries.
- Writes complete, compliant, and effective IEPs and Section 504 Plans.
- Identify the appropriate placement for new special education students, aligning student's identified needs with the least restrictive environment.
- Serve as a transitional administrative-designee and liaison for special education students coming to AUSD. This includes coordinating with the prior districts, attending IEP meetings, meeting with parents and teachers from prior schools, and selecting the appropriate school program within our district for these students.
- Assists in the matriculation of special education programs and students between the elementary district and the local High School.
- Locate the appropriate placement within our district for new special education students. Align student's identified needs with the least restrictive environment within our district.
- Serve as a resource to both special education and general education teachers as needed to help them understand and learn strategies relating to behavior management, learning disabilities, emotional disturbances, accommodations and modifications for dealing with the special education population in the classroom.
- Provide, pursuant to IEPs, related services such as individual counseling, group counseling, parent

counseling, psychological services, behavior intervention services, and consultation and training support to staff.

- Assists with the development of individual student schedules through consultation with school counselors, administrators, and other certificated school staff.
- Participate in the local Special Education Department and other staff meetings.
- Serve as a liaison between the Director of Student Support and elementary districts, out-of district placements, external agencies, and AUSD schools.
- Coordinate and develop special education master schedule at the middle school through consultation with site administration and other certificated staff.
- Coordinate and develop Paraeducator schedules through consultation with administration and other certificated staff.
- Collaborate with middle school guidance counselor(s) regarding course scheduling for students with IEPs.
- Assists in the screening and interviewing of credentialed and classified special program staff.
- Assists in the implementation of special education programs at school sites, evaluations of education plans, and confers with others.
- Assists in the delivery of support services to individuals with exceptional needs. Assists in monitoring special education caseloads and class sizes.
- Works with the transportation department relative to the coordination of transporting special education students to appropriate programs.
- Monitors the special education services of identified students who are included in the general education classroom, and consults with assigned case managers.
- Assists in the development of low incidence requests and referrals for PCOE support.
- Assists parents in participating in the special education process including but not limited to identification of child's needs, IEP development and resolution of disputes.
- Assists school personnel in developing instructional objectives and methods for implementing IEPs for individuals with exceptional needs.
- Creates, implements, and evaluates professional development activities for certificated and classified staff.
- Assists and/or acts on behalf of the Director of Student Support to establish, case manage, implement, and monitor individual student placements including but not limited to placements in residential treatment centers, private schools, state schools, charter schools, nonpublic schools, home-hospital settings, those operated by county offices of education, and in-district programs.
- Plans and coordinates observations for visitors in special education programs.
- Assist in the ongoing development and evaluation of the special education curriculum and ensures access to core curriculum materials for special education teachers.
- Maintains accurate records associated with these duties.
- Other duties as assigned.

KNOWLEDGE

- Extensive knowledge of special education laws and practices.
- Extensive knowledge of therapeutic and behavioral intervention methods.
- Special Education procedures and policies, laws and regulations.
- Needs of, and effective intervention methods for students with disabilities
- Regular education curriculum, programs, interventions, and policies.
- Special Education curriculum, placements, intervention methods, specialized equipment, and other available resources.
- Dispute resolution strategies.

ABILITIES

- Communicate and interact very well with a diverse array of people including but not limited to parents, teachers, students, administrators, classified staff, and members of the public.
- Build and maintain good relationships with a diverse array of people including but not limited to

parents, teachers, students, administrators, classified staff, and members of the public.

- Exercise good judgment in making decisions.
- Dependably implement directives, and district initiatives and procedures.
- Demonstrate initiative, work autonomously, and seek direction from supervisors when appropriate.
- Remain calm and effective under pressure.
- Adapt to rapidly changing circumstances and work responsibilities.
- Maintain a positive attitude.
- Promote independence and high expectations for student achievement and conduct.
- Easily accept and effectively utilize constructive feedback.

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Board Approval Pending