

SAN MATEO COUNTY OFFICE OF EDUCATION PROGRAM SPECIALIST

JOB SUMMARY:

Under the direction of an assigned supervisor, coordinate and assure students participating in all special education programs for SMCOE or contracted districts receive appropriate educational program services; maintain special education due process requirements and legal regulations related to student services; coordinate placement of students in accordance with the IEP team process; consult with special education personnel to assist with program development and implementation; provide and facilitate training.

ESSENTIAL DUTIES

- Assist districts and county programs with the development and maintenance of special education programs that are compliant and instructionally sound, in accordance with all directives, standards, procedures, policies, laws, rules, regulations, codes and guidelines;
- Coordinate the appropriate placement of identified students through the IEP process;
- Facilitate IEP meetings, establish meeting agendas and work with team to determine appropriate services or action plans; evaluate student progress and effectiveness of program designed to meet student needs;
- Provides consultative and collaborative support for instructional and behavioral intervention programs to address the needs of students with disabilities including assistance with developing IEP's;
- Provides training and consultation in the adaptation of curriculum, instructional strategies and other delivery of services to meet the needs of students with disabilities;
- Provides training and consultation in the documentation and monitoring of behavioral interventions, methodologies and curriculum for educational effectiveness;
- Provides support for classroom management, student transitions, and positive behavior interventions.
- Provide formal and informal training, guidance, and assistance to students, educators, parents, service providers, and agencies concerning educational services;
- Consult with parents and staff and provide referrals to outside agencies; serve as a liaison to outside referral agencies; coordinate and schedule activities; arrange transportation as necessary.
- Assist in the development of curriculum standards and preparation, revision and updating of curriculum;
- Prepare, maintain, present and distribute a variety of reports, documents, and correspondence;
- Attends and participates in professional workshops;
- Keeps current with issues, laws, and regulations related to children with exceptional needs;
- Supervise and evaluate staff as assigned.

KNOWLEDGE OF:

- Applicable policies, procedures, laws and regulations
- Instructional strategies, curriculum and best practices effective with students with special needs
- Guidance principles, practices and concerns related to children with special education needs
- Concepts and theories of child development
- Community and local government referral agencies

SKILLS AND ABILITY TO:

- Coordinate and assure that identified students receive appropriate education services;
- Serve as a reference and resource to parents, school staff, administrators and outside agencies;
- Monitor and evaluate student progress and effectiveness of services provided;
- Facilitate meetings with positive outcomes;
- Manage conflicts and communicate in a productive and timely manner;
- Establish and maintain cooperative and effective working relationships; collaborate effectively;
- Analyze situations accurately and adopt effective courses of action without immediate supervision;
- Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
- Prepare, maintain and submit accurate reports and records in a timely manner.

SCHOOL PSYCHOLOGIST

JOB SUMMARY:

Under the general supervision of an assigned administrator, provide psychological services to schools, including testing, counseling and consulting to assist in meeting the social, emotional and educational needs of students in regular and special education programs being serviced by the San Mateo County Office of Education; administer and interpret psychological assessments of students; prepare recommendations regarding the evaluation and placements of students; consult with teachers, administrators, specialists, agency and district personnel and parents; counsel students; coordinate behavior management programs.

ESSENTIAL DUTIES:

- Provide psycho-educational assessments of students, interpret psycho-educational assessment results and determine qualification for special education services;
- Participate in the assessment, diagnosis, and planning for special needs students;
- Develop student goals/objectives and consult with teachers, administrators, and related service providers on an ongoing basis to monitor the educational program;
- Participate on a multidisciplinary team in the development of IEP and facilitate IEP meetings;
- Provide written reports analyzing, interpreting and summarizing test results, observations and information from school personnel, students and parents;
- Counsel individuals and groups of students;
- Interact with staff from student's school district of residence around IEP issues, changes of placement, and other appropriate issues;
- Evaluate and assess students when required during a disciplinary dispute (suspension and/or expulsion);
- Consult with community mental health staff; assists staff in the modifications and monitoring of programming required following transition of mental health services;
- Develop, coordinate and provide in-service training to staff, parents, agency and district personnel.

KNOWLEDGE OF:

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility for special education;
- Principles, practices, methods and strategies applicable to special education curriculum development and strategies for implementation;
- Psychological and educational techniques, tests, materials, methods, theories and trends in assessment;
- Use of alternative modes of assessment, curriculum-based assessment, and tests of adaptive behavior
- Human development, education learning theory, and special education instructional programming

SKILLS AND ABILITY TO:

- Select and apply appropriate assessment instruments and methods of assessment;
- Ability to develop behavioral intervention strategies for use in the classroom, playground, school bus and at home;
- Ability to assess cultural, socioeconomic, and ethnic factors affecting learning ability;
- Ability to work and problem solve with other support personnel, teachers, parents, and other consultants;
- Skills in differential diagnosis, particularly in the relationship between behavior and the student's academic functioning;
- Communicate effectively both orally and in writing;
- Establish effective working relationships with staff, district personnel, other agencies and the public;
- Analyze situations accurately and adopt an effective course of action;
- Prepare and maintain various records, reports and files.

ENVIRONMENT:

- Indoor work environment;
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.
- Lifting and/or carrying 0-50 pounds to waist height.