

SAN MATEO COUNTY OFFICE OF EDUCATION PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor assure students participating in all special education programs for SMCOE or contracted districts receive appropriate educational program services; assist with special education due process requirements and legal regulations related to student services; recommend 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.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- 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;
- Recommend 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 collaborative support for instructional and behavioral intervention programs to address the needs of students with disabilities including assistance with developing IEP's;
- Provides training in the adaptation of curriculum, instructional strategies and other delivery of services to meet the needs of students with disabilities;
- Provides training 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, and service providers, concerning educational services;
- Consult with parents and staff; and schedule activities;
- Assists in the development of curriculum standards and preparation, revision and updating of curriculum and program documents;
- Prepare, maintain, present and distribute a variety of reports, documents, correspondence and materials as needed.
- Attends and participates in professional workshops to maintain a high level of skill and awareness of emerging methodologies;
- Keeps current with issues, laws, and regulations regarding positive behavior interventions, special education, educational trends, and other issues related to children with exceptional needs;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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:

- Assist 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;
- Develop and deliver high quality professional development opportunities;
- Facilitate meetings with positive outcomes;
- Manage conflicts and communicate in a productive and timely manner using tact, patience and courtesy;
- Establish and maintain cooperative and effective working relationships with others; collaborate effectively as part of a team;
- Multi-task and set priorities;
- Analyze situations accurately and adopt effective courses of action without immediate supervision;
- Work independently with little direction;
- Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
- Understand and relate to students with special needs;
- Prepare, maintain and submit accurate reports and records in a timely manner;
- Communicate effectively both orally and in writing using correct English usage, grammar, spelling, punctuation and vocabulary;
- Operate and a variety of office equipment and software

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor and outdoor 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.