YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST-SELPA

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-SELPA (Special Education Local Plan Area), perform specialized duties in serving the needs of students with severe disabilities in the SELPA Program; serve as liaison with District administrators, teachers and support staff to facilitate the provision of quality integration, mainstreaming of students with severe disabilities and assistance in the modification of the core curriculum.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform specialized duties in serving the needs of students with severe disabilities in the SELPA Program.

Serve as liaison with District administrators, teachers and support staff to facilitate the provision of quality integration, mainstreaming of students with severe disabilities and assistance in the modification of the core curriculum.

Provide guidance for the assurance of equal access to students in the SELPA regardless of District of residence.

Coordinate in-service training for site, district, region and other agencies as required by the Annual, Personnel and Community Training Plan of the SELPA.

Provide consultation to districts and the County Office in determining appropriate placement of students with severe disabilities.

Provide consultation to special education and classroom teachers, support staff and administration regarding successful integration and mainstreaming of students with severe disabilities.

Assist in the adaptation of core curriculum and preparation of specialized materials to meet the needs of severely disabled students.

Assist in structuring classroom environments and resources.

Assist in the use of a variety of assessment methods.

Assist in maintenance of a compliance service delivery system.

Assist in transition-to-adulthood activities.

Assist in behavior intervention strategies and procedures.

Attend and report to regular Special Education Advisory Committee(SEAC).

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Alternative service delivery models.
Legal aspects of Special Education, including due process and mediation procedures.
Specialized area of severely disabled, elementary and secondary levels.
Behavior intervention strategies and procedures.
Organization rules, regulations and programs related to an assigned office or function.
Applicable sections of State Education Code and other applicable laws.
District organization, operations, policies and objectives.
Operation of a computer and assigned software.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Perform specialized duties in serving the needs of students with severe disabilities in the SELPA Program.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in education supplemented by advanced training in the education of students with disabilities and three years of successful teaching in special education or related special education services.

LICENSES AND OTHER REQUIREMENTS:

Valid California Special Education, Clinical Services or School Psychologist credential.
Valid Administrative Credential is desired.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Lifting and carrying moderately heavy objects.
Hearing and speaking to exchange information in person or on the telephone.