

Program Specialist II – Special Education

Purpose Statement

The job of Program Specialist II – Special Education is done for the purpose/s of serving as a liaison with district administrators, teachers and early childhood staff; coordinating and building local and regional capacity for inclusive early childhood programs; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director, Special Education.

Essential Functions

Assists with building collaborative networks and professionals learning communities within Yolo County between LEAs; resource and referral agencies; child care providers; and other community agencies.

Collaborates with district personnel and external agencies (e.g. working with community agencies to build capacity for including children with disabilities; providing resources to others; providing technical assistance; etc.) for the purpose of implementing and maintaining inclusive early childhood services and/or programs.

Coordinates contracted services, program components, support needs and material for the purpose of delivering services in compliance to established guidelines.

Develops proposals, new programs, budget and grants (e.g. exploring additional funding grants to support sustainability of projects for the purpose of meeting District goals.

Evaluates programs and/or projects related to quality indicators in inclusive early childhood practice for the purpose of carrying out and achieving objectives within area of responsibility.

Facilitates meetings, processes, etc. (e.g. training for early childhood teachers, early childhood special education teachers, paraeducators, and other administrative or managerial staff) for the purpose of implementing and maintaining inclusive early childhood programs and services which achieve district's desired objectives.

Implements assigned programs and/or projects (e.g. inclusive early childhood practice) for the purpose of meeting grant goals.

Maintains a variety of manual and electronic files and/or records (e.g. needs assessments, grant budget information, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors assigned district activities and/or program components (e.g. budgets, reports, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of written materials (e.g. reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of topics (e.g. creates trainings and presents professional development; consultation, mentoring and coaching to early childhood staff and/or parents regarding preschool specific topics and/or special education topics; and pre-service and in-service trainings for internal/external, etc.) for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: special education laws and regulations; instructional procedures and practices; conflict resolution; and concepts of grammar, spelling and punctuation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Educational Specialist Teaching Credential
(Early Childhood Special Education
preferred)

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

5/7/2019

Salary Grade

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