



# Irvine Unified School District

## PROGRAM SPECIALIST

### DEFINITION

Under the direction of the Director of Special Education, the Program Specialist has advanced training in the education of individuals with exceptional needs and with specialized knowledge of the programmatic needs of the communicatively handicapped, physically handicapped, learning handicapped, or severely handicapped pupil. In addition, this person may have training in early childhood education for the handicapped or special training and/or experiences in vocational education for the handicapped. Program Specialists assist special day class teachers and consult with and facilitate services connected with the resource specialist program, designated instructional services, and special classes and centers in planning and conducting instruction for individuals with exceptional needs.

### EXAMPLES OF DUTIES

- Establishes and maintains strategies to insure the facilitation and coordination between resource specialist teacher's program, special classes and centers, private schools, public/private agencies, and state schools in area of expertise.
- Acts as member of IEP team when most appropriate to the needs of the student.
- Consults with IEP teams regarding referred individuals with exceptional needs.
- Assists the special day class teachers and resource specialists, and other staff as necessary in the design of individualized education programs and individualized learning plans.
- Selects and monitors appropriate agency/community resources to supplement school program.
- Participates in the program development, improvement of program effectiveness, innovation of special instructional methods and techniques, and research.
- Coordinates the development of sequential and articulated special class curriculum in the area(s) of his/her responsibility.
- Interprets the curriculum and instructional program to the Board of Education, the administration, the staff, and the general public.
- Provides leadership to insure understanding of and promote the educational objectives of special education, including planning and administering inservice programs for special education staff.

### QUALIFICATIONS GUIDE

**Credential:** Valid K-12 Special Education Teaching Credential(s); or Clinical Services Credential; or Health Services Credential; or Pupil Personnel Services Credential authorizing school psychology; also, an Administrative Services Credential.

**Education:** Master's Degree in Special Education or School Psychology.

**Experience:** At least 5 years experience in special education curriculum programs including specialized knowledge of communicatively handicapped, physically handicapped, learning handicapped, severely handicapped, and preschool handicapped pupils and vocational education for the handicapped.

**Personal Qualities:** Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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