

**TITLE: SENIOR PROGRAM SPECIALIST**

**JOB GOAL:** Under the direction of the Executive Director or Assistant Superintendent, the Senior Program Specialist plans, organizes, evaluates and manages instructional services and leadership for special education service providers and instructional staff; manages, oversees, and evaluates staff providing support services in the areas of speech therapy, physical therapy, occupational therapy, mental health services; oversees the provision of assistive technology, and augmentative communication systems for special education students; manages special education records; coordinates creation of caseloads, calendars, and develops systems for operating special education programs; serves as liaison to other LEAs, outside agencies, community, and District divisions.

**QUALIFICATIONS:**

Knowledge of:

1. Special Education laws and procedures.
2. Frameworks/guidelines for Special Education.
3. Current, effective principles, practices, and materials for curriculum and instruction.
4. Safety rules and regulations for this position.

Ability to:

1. Be a productive and active team player.
2. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
3. Make accurate and timely decisions.
4. Learn and implement Board Policies, Administrative Regulations, and district procedures for Pupil Services.
5. Work successfully with diverse groups of people.
6. Work both collaboratively and independently.
7. Learn and implement district, SELPA, state and federal laws and guidelines relating to Special Education.
8. Serve as administrator/Local Education Agency (LEA) representative for Individualized Education Program (IEP) meetings.
9. Identify alternate means for meeting needs of students with exceptional needs.
10. Facilitate change through effective communication and group interaction process.
11. Communicate effectively in both oral and written form.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Establish and maintain effective work relationships with teachers, administrators, staff, parents, and others contacted in the performance of required duties.

Training and Experience:

1. Possession and maintenance of a valid California Special Education or Pupil Services Credential.
2. Possession and maintenance of a valid California Administrative Services Credential preferred.
3. Master's Degree or higher in Special Education or related pupil support services.

Training and Experience: (continued)

4. Minimum of three (3) years' experience in Special Education or related pupil support services.

**REPORTS TO:** Executive Director of Special Education or designee

**ESSENTIAL FUNCTIONS:**

1. Manage special education programs as assigned.
2. Provides technical expertise, information, and assistance to the Executive Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
3. Consults, advises with, and assists, site administration, special and general Education teachers, special education instructional aides, professional service provider support staff, and clerical support staff regarding programs for individuals with exceptional needs.
4. Provides in-service training and participates in the district's and school's professional development, research, program development, and innovation of special methods and approaches to meet the needs of special education students.
5. Participates as administrator/LEA representative in assigned Individualized Education Program Team (IEPT) meetings.
6. Serves as a resource person for Special Education curriculum.
7. Assists in the identification of community resources.
8. Facilitates the placement of exceptional children in non-public school or other outside-district programs and monitors such placements.
9. Assists with evaluation of the effectiveness of special education programs.
10. Assists in monitoring school site programs and record keeping to ensure compliance with state /federal laws, county/SELPA requirements.
11. Assists in the implementation planning of SST and 504 plans.
12. Assists in the preparation of manuals, handbooks, and other materials as assigned.
13. Guide or directly facilitates change of placement IEPs, including placements in county, non-public school, and other alternative environments.
14. Monitors and coordinates placements for students placed in out-of-district programs.
15. Works with parents of individuals with exceptional needs.
16. Coordinates program visitations, as necessary.
17. Supervises and evaluates assigned Special Education personnel.
18. Develops, reviews, forms, systems and guidelines for special education placements, assessments, and services to facilitate the Special Education processes.

**ESSENTIAL FUNCTIONS** (continued)

- 19. Chairs necessary committees.
- 20. Oversees occupational therapy, physical, and speech therapy contracts.
- 21. Coordinates extended school year, home-based and extended day programs.
- 22. Serves as district contact for interagency coordination.
- 23. Oversees and assists with inclusion cases.
- 24. Consults with sites and specialists regarding design and coordination of services.
- 25. Knows and follows the district Mission and Core Values.
- 26. Interacts with staff, students, and parents in a courteous manner.
- 27. Knows and follows safety rules and regulations for this position.
- 28. Monitors and guides staff actions related to IEP compliance, billing, and auditing processes.
- 29. Provides guidance to staff regarding special education assessments, placements, services, IEP meetings, and communications with parents, parent advocates, and attorneys as related to special education.
- 30. Provides professional development to parents and outside agency staff as needed.
- 31. Conducts a variety of assessments, observations of students and programs, as necessary.
- 32. Provides assistive technology and mental health services to students, as necessary.
- 33. Performs other related duties as assigned.

**OTHER FUNCTIONS:**

- 1. Reviews policies and programs essential to meet the needs of the district as required.
- 2. Serves on interview teams as required.
- 3. Serves on the district's Administrative Council.
- 4. Assumes responsibility for own professional growth and development for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings.

**TERMS OF EMPLOYMENT:** 215-day work year – 12-month year

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be given by the Executive Director, Special Education, or designee.

Approved by: Board of Education  
Amended by: Board of Education  
Amended by: Board of Education

Date: May 11, 1995  
Date: September 14, 1995  
Date: January 19, 2017

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**