

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education.
- (3) Minimum of three (3) years teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules and policies governing Exceptional Student Education and students with disabilities. Knowledge of testing and measurement. Knowledge of developmental curriculum, Pre-Kindergarten – Grade 12. Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques. Skills in the interpretation of academic and intellectual examinations. Skills in communicating effectively orally and in writing. Knowledge of and ability to use student database systems. Ability to interact with a wide variety of persons, including students, parents, agency personnel and school personnel. Ability to maintain confidentiality.

**REPORTS TO:**

Director of Exceptional Student Education

<b>JOB GOAL</b>
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To assist in providing quality educational programs for students with disabilities.
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**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)****PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- \* (1) Develop programs for exceptional education students.
- \* (2) Make short- and long-term plans, making schools aware of schedule.
- \* (3) Assist with the preparation of alternative learning activities for special needs.
- \* (4) Use test results to assist in planning strategies for ESE students which will enhance strengths in learning.

**Administrative / Management**

- \* (5) Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- \* (6) Assist in developing special programs and procedures for exceptional students.
- \* (7) Coordinate specific programs and / or any combination of the following: mentally handicapped, hospital / homebound, occupational / physical therapy, vocational education for the preparation and monitoring of students with disabilities, specific learning disabilities, gifted, emotionally handicapped, visually impaired, hearing impaired, and physically impaired.
- \* (8) Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations.
- \* (9) Assist schools with annual review procedures.

**Assessment / Evaluation**

- \* (10) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- \* (11) Interpret test results for teachers, parents and other educational personnel.
- \* (12) Assess student achievement by monitoring test scores, behavior patterns and observations.
- \* (13) Monitor and assess mainstreaming effectiveness.
- \* (14) Assist in the development of program evaluation instruments.

**Intervention / Direct Services**

- \* (15) Provide assistance to new teachers in organizing for instruction.
- \* (16) Monitor educational programming for exceptional students.
- \* (17) Assist ESE personnel in selecting and developing curriculum guides and materials.
- \* (18) Provide sources and assist in procuring, distributing and evaluating specialized materials.
- \* (19) Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Educational Plans, annual reviews and dismissals.

**Collaboration**

- \* (20) Serve as the Exceptional Education representative on committees.
- \* (21) Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.
- \* (22) Act as liaison between programs and principals.
- \* (23) Serve as contact person for assigned program areas.

**Staff Development**

- \* (24) Participate in county-wide inservice.
- \* (25) Provide training for ESE and regular education teachers, paraprofessionals and other school personnel.
- \* (26) Attend state meetings as resources are available and share information with peers, teachers and staff.

**Professional Responsibilities**

- \* (27) Maintain an objective position as child's advocate.
- \* (28) Document recommendations, implementation and test results.
- \* (29) Submit accurate reports in a timely manner and maintain all appropriate records.
- \* (30) Maintain confidentiality of student records.

**PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)**

- \*(31) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- (32) Perform other duties as assigned.

**Student Growth / Achievement**

- \*(33) Ensure that student achievement is continuous and appropriate for materials and age group. Indicators may include: placement, case history and follow-up reports, standardized tests, documented parent participation, analysis reports, student study team reports and student academic and / or discipline records.
- \*(34) Ensure that ESE students are placed in the least restrictive environment.

\*Essential Performance Responsibilities