| Job Title | Special Education Program Specialist | Job Category | Certified |
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| Department/Group | Special Education | Term of Contract | 10 Months (202 days) |
| Location | Central Office | Travel Required | Yes |
| Level/Salary Range | 10 month teacher | Position Type | Full time |

| Reports to | Special Education Coordinator |
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| **Job Description** To achieve and maintain standards of excellence in the delivery of Special Education  services to ensure that each student involved may derive the greatest academic,  vocational, and personal benefit from the learning experience.  |
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| **Responsibilities*** Serve as the primary decision-maker for the special education department in the absence of the Special Education Director
* Coordinate the referral, evaluation, and placement of students referred to Special Education services
* Provide consultation and technical assistance to all teachers in the area of basic behavior, including Functional Behavior Assessments, Behavior Intervention Plans, and implementation of such plans, to ensure the development and provision of appropriate service delivery models
* Oversee the facilitation of the program for all special education students who are assigned to the district alternative education program
* Be available to teachers for crisis intervention strategies and develop alternative placement options
* Assist teachers, as necessary, with developing IEPs, behavior plans and manifestation documentation
* Assist in interpreting the policies established by the federal and state laws and state and local board policies
* Be familiar with the Alabama Administrative Code, Mastering the Maze and the data management system for special education records
* Interpret test results to parents and teachers in the absence of the psychometrist
* Act as a liaison between the local school and the Special Education Director
* Provide input when schedules are being decided and liaison work is needed
* Provide consultation and assistance to local schools and educational programs to solve problems related to Special Education as directed
* Maintain all records and files in accordance with procedures established by the Special Education department
* Provide classroom teachers with counsel and assistance toward the solution of problems as directed
* Observe, consult with, and assist individual classroom teachers in the instructional and classroom performance
* Provide workshops and in-service trainings to assist teachers in improving instruction
* Maintain confidentiality of Board of Education business
* Be regular and punctual in attendance
* Perform such other reasonable job related tasks as may be assigned by the Special Education Director

**Working Environment**The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling. This job is performed in a generally clean and healthy environment.**Qualifications*** Master’s degree or higher in a Special Education field
* Five years teaching experience in Special Education
* Working knowledge of all federal, state, and local laws governing students with special needs
* Alternatives to the above may be considered if the Board deems it appropriate and acceptable
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Board Approved October 19, 2021