

**SAN MATEO COUNTY OFFICE OF EDUCATION
PROGRAM SPECIALIST
SELPA**

JOB SUMMARY:

Under the supervision of the SELPA Director, the SELPA Program Specialist provides leadership and assistance to member Local Education Agencies (LEAs), and the community through the coordination of services to students with disabilities. The SELPA Program Specialist supports program related activities and duties including consultation to LEAs and parents and promotion of interagency collaboration. The SELPA Program Specialist provides technical assistance member LEAs to ensure compliance and develops and promotes evidence-based practices throughout the SELPA. The position includes participation in the development, coordination, implementation, and evaluation of SELPA-wide professional learning for general education staff, special education staff and parents.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Bachelor's degree in job-related area
- Master's degree in job-related area
- Five (5) years of job-related experience in Special Education
- Experience providing instructional coaching and professional development to adults highly desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential;
- Valid Special Education Credential;
- California Driver's License.

ESSENTIAL DUTIES:

- Provide guidance and technical assistance to member LEAs regarding best practices, compliance, and program improvement in special education;
- Coordinate and provide coaching and consultation on evidence-based instructional strategies, behavior management, and inclusive practices;
- Provide technical assistance, information, resources, and consultation services for member LEAs, parents, and community partners;
- Facilitate meetings, processes, etc. to increase parents/families knowledge of their child's procedural safeguards and problem-solving for the purpose of implementing and maintaining programs and services;
- Assist member LEAs with Alternative Dispute Resolution (ADR);
- Function as a liaison between agency and committees including the SELPA Community Advisory Committee (CAC), Regional Center, Head Start, and other public agencies responsible for services to eligible students;

Program Specialist, SELPA

- Provide leadership for SELPA-wide ongoing professional learning for LEA staff, parents, and community;
- Serve on SELPA committees and projects as specified by the SELPA Director;
- Assist the SELPA Director in monitoring the Local Plan implementation, legal compliance, data collection and analysis;
- Research information for the purpose of developing new programs, resources, or plans in coordination of SELPA program initiatives;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Applicable policies, procedures, laws and regulations
- Instructional strategies, curriculum and best practices effective with students with disabilities
- Whole child frameworks and core curriculum to support access of student with disabilities to education
- Behavior intervention methodology including positive behavior intervention strategies, individual and classroom management techniques
- Principles of child and adult learning and engagement; student assessment methods; evidence-based best practices in education
- Guidance principles, practices and concerns related to students with disabilities
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds
- Policies and objectives of assigned programs and activities
- Community and local government referral agencies
- Current trends, innovations, and practices in education—particularly for students with disabilities

SKILLS AND ABILITY TO:

- Oral and written communication skills
- Establish and maintain cooperative and effective working relationships with others
- Interpersonal skills using tact, patience and courtesy
- Collaborate effectively as part of a team
- Develop materials to provide resources as appropriate
- Operation of appropriate technology and assigned software programs
- Coaching and meeting facilitation skills that lead to positive outcomes
- Demonstrate highest standards of integrity, honesty, ethics, confidentiality and professionalism
- Analyze situations and adopt effective course of action; problem solving skills
- Work independently with little direction; management and organization of workload

WORKING CONDITIONS: *The characteristics described below 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.*

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions;
- Driving a vehicle to conduct work;
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops.

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone