

*OXNARD UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION*

**PROGRAM SPECIALIST**

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Director of Special Education, provides training/education/coaching for special and regular staff members. The Program Specialist is responsible for promoting the improvement of instruction in order to increase the achievement of special education students in special and general education classes.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Conducts inservice activities for teachers of special education and general education in order to increase special education students' achievement.
- b. Identifies instructional techniques that improve the achievement of special education students.
- c. Conducts training for all district staff on special on special education laws, regulations and district procedures.
- d. Coaches special and regular education teachers so that they gain mastery of classroom instructional strategies which increase the student achievement of special education students.
- e. Networks with the Special Education Local Planning Area Office and State Department of Education – Special Education Office to coordinate training that increases special education students' achievement.
- f. Conducts IEP Team training's for administrators, teachers, paraprofessionals and support personnel.
- g. Conducts parent training on strategies parents can use to support their student's school achievement.
- h. Trains paraprofessionals so that they can help increase the achievement of special education students.
- i. Assists with special education curriculum revision and development.
- j. Assists Director of Special Education and serves as an administrative designee at IEP Team meeting when directed.
- k. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

Program Specialist – continued

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

**WORK YEAR:** Teacher's work year

**CREDENTIAL:** Special education credential or a clinical service authorization.  
Subject teaching credential / authorization desirable.

**EXPERIENCE:** Three years teaching experience desirable.

**SALARY:** Placement on the Teachers' Salary Schedule

Adopted: 09/12/90