



Personnel Services
1050 Main Street
Roseville, CA 95678

SPECIAL EDUCATION PROGRAM SPECIALIST

THE POSITION:

The job of Special Education Program Specialist was established for the purpose/s of coordinating assigned special education program components and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: incumbents shall have successful experience in special education services and practices and in providing leadership to other staff and adults.

SALARY AND BENEFITS:

\$75,315-\$90,791 plus additional stipend for Masters and/or Doctorate
Medical, dental, vision and life insurance available

WORK YEAR:

195 day contract

REQUIRED QUALIFICATIONS:

California Administrative Credential
Minimum of five (5) years of related teaching experience
Previous administrative experience (desirable)

APPLICATION PROCEDURE:

The following documents must be submitted to Jerrold Jorgensen, Assistant Superintendent of Personnel Services **by 3:30 p.m. on March 26, 2010.**

Completed District Employment Application form
Cover letter
Current resume
Three (3) current letters of reference

DISTRICT AND COMMUNITY

The Roseville City School District was established in 1869 with 44 students and now has an enrollment of approximately 9,600 students. The District is a K-8 system and has 17 schools; 14 elementary sites and 3 middle school/intermediate sites. The District has future sites scheduled to open due to anticipated growth. The Roseville City School District enjoys an outstanding reputation for academic excellence as evidenced by consistently high ratings on API comparison scores. District personnel take great pride in the District and work hard to make the Roseville City School District a great place to be.

Roseville is the largest city in Placer County. The city works very closely with the school systems, from the supporting of building parks adjacent to all new school sites to jointly sharing facilities. The area around Roseville is warm and dry in the summer, cool in the winter, and seldom receives snow. Within 110 miles lie the cities of Sacramento, San Francisco, Oakland, Santa Rosa, Napa, Sonoma, Reno, South Lake Tahoe, and some of the best recreational opportunities in the nation.

AN EQUAL OPPORTUNITY EMPLOYER

3/4/10

SPECIAL EDUCATION PROGRAM SPECIALIST

Purpose Statement

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This job reports to Director of Student Services

Essential Functions

- Assists in the development of proposals, new programs, budget and grants for the purpose of meeting District goals.
- Assists staff in developing instructional objectives and techniques for the purpose of implementing effective IEP's for individuals with exceptional needs.
- Assists with personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.
- Collaborates with district personnel, other districts, private schools, non-public schools, state schools and outside agencies for the purpose of implementing and maintaining services and/or programs.
- Coordinates contracted services for the purpose of delivering services in compliance with established guidelines.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Coordinates transportation services with the transportation department for the purpose of transporting students to appropriate programs.
- Evaluates programs and/or projects for the purpose of carrying out and achieving the objectives of the department.
- Facilitates meetings, processes, etc. (e.g. IEP's, ITP's, staff development) for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Implements assigned programs and/or projects (e.g. Pre-school) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback and providing staff development for certificated and classified special education and non-special education staff.
- Provides leadership in the articulation of special education programs among elementary, middle and high schools for the purpose of ensuring effective transitions for students.

- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common disabling conditions of children; concepts of grammar and punctuation; office methods and practices; stages of child development; strategies and methodologies for educational settings and special education law.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency 5 years in special education

Required Testing

None Specified

Certificates & Licenses

California Administrative Credential
California Teaching Credential
Valid Driver's License

Continuing Educ. / Training

As needed

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Certificated Management

ROSEVILLE CITY SCHOOL DISTRICT

APPLICATION FOR THE POSITION OF **GD97-5 @981 75 HCB DFC; F5 A GD97-5 @GH**

INSTRUCTIONS: Read and complete this application form carefully. Your responses should be **typed** or **printed in dark ink**. An incomplete application will not be accepted.

PERSONAL DATA

LAST NAME	FIRST NAME	MIDDLE NAME
CURRENT ADDRESS - Street City State Zip Phone		
E-mail address Message Phone		

RECORD OF PROFESSIONAL EXPERIENCE – list most recent experience first

District, City, State	Title	Dates of Service	Enrollment	Salary
		From: To:		
		From: To:		
		From: To:		
		From: To:		

RECORD OF PROFESSIONAL EDUCATION

College & Location	Dates	Major	Degree
	From: To:		
	From: To:		
	From: To:		

PROFESSIONAL REFERENCES (Include administrators and/or Board members familiar with your career.)

Name	Position	Phone

Do you now have an appropriate/valid California administrative credential? Yes No

AUTHORIZATION TO ACQUIRE INFORMATION FROM REFERENCES

It is the policy of the Roseville City School District (District) to conduct background checks for all candidates for employment. This background investigation will be conducted so that the District can verify it will be employing an individual who is not only capable of carrying out the essential functions of the position, but an individual who has proven him/herself capable of working with young persons and with a minimum of direct supervision.

Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally, the District conducts reference checks prior to inviting candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position with the District, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates to release to the District any reference information in my personnel records or file (including but not limited to applications for employment, sick leave records, performance evaluations), academic records (including but not limited to transcripts, certificates, credentials), information related to my work-related personal characteristics (including but not limited to my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, job related physical ability, and reputation among co-workers), and all work-related information about me which may otherwise be of a privileged or derogative nature (including but limited to employment information, official employment documents, and employment performance data).

I expressly and without reservation waive my right to review the information collected in the background check.

The District will honor my right to privacy and maintain reference information in strictest confidence and solely for the purpose of evaluating my qualifications for a position. Information obtained during the background check will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered as valid as an original.

In executing this authorization, I fully and completely release and hold harmless all present and past employers and their officers, agents, assigns, and employees, the District and its officers, agents, assigns, and employees, and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under the State and Federal Constitutions, California Civil Code Sections 45 and 46, and California Labor Code Section 1054, or any similar laws of other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.

I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization.

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief. I understand that any misrepresentation may result in disqualifying me from an interview or employment, or may result in dismissal if employed.

Full Name (Print)

Other/Maiden Name

Signature

Date

Roseville City School District does not discriminate against any applicant or employee in any employment practice because of race, color, religion, gender, marital status, age, national origin, ancestry or handicap.

AN EQUAL OPPORTUNITY EMPLOYER