

**CERTIFICATED
MANAGEMENT
VACANCY**



**Santa Maria Joint Union High School District
2560 Skyway
Santa Maria, California 93455
(805) 922-4573 Ext. 4303 or 4301
www.smjuhsd.k12.ca.us**

DATE:	February 15, 2024
POSITION(S):	Special Education Program Specialist
STATUS:	Management
REQUIRED:	Current California Administrative Services Credential or equivalent, Current California Single Subject Teaching Credential or equivalent, PPS Credential or equivalent, Secondary Administrative Experience or equivalent, experience with a District, Valid Driver's License
DESIRED QUALIFICATIONS:	Site Administrative Experience desired. Minimum of three years of experience in a Special Education. Advance training and experience in the education of individuals with exceptional needs and Individualized Educational Plan (IEP) Implementation and compliance. Knowledgeable of Federal/State Special Education laws and regulations. Master's degree from an accredited college/university.
EFFECTIVE:	7/1/2024 – 2024-25 School year
APP. DEADLINE:	Monday, March 18, 2024, 4:00 pm or until filled
SALARY:	\$138,008.02 - \$152,153.70
WORKDAYS:	210 Days
APPLICATION:	Application materials must be submitted on-line at https://www.applitrack.com/smjuhsd/onlineapp/ : cover letter, application, resume, copies of credential/s, and at least three current letters of recommendation.
CONTACT PERSON:	Kevin Platt, Assistant Supt/Human Resources kplatt@smjuhsd.org

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHSD's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

SPECIAL EDUCATION PROGRAM SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director of Special Education, the Special Education Program Specialist is responsible for coordinating activities related to program placement and curricular resources for students in special education programs.

REPRESENTATIVE DUTIES:

- Serve as a resource and liaison to IEP teams regarding placement considerations in unique and difficult cases.
- Consult with school site staff, district staff, and parents to help implement the Individualized Education Plans (IEP) for students as developed by schools and IEP teams.
- Provide ongoing consultation and guidance to staff and administration on the use of new and innovative methods, strategies, and materials which enhance the education progress of special education students.
- Assist teachers and other professional staff in the development of evidence-based instructional strategies and implementation of best practices in working with students with exceptional needs.
- Assist in monitoring for compliance complaints, Due Process filings, and coordinated state compliance reviews to promote a thorough understanding of issues related to the provision of mandated services.
- Assist the Director of Special Education in the management of CALPADS data reports.
- Provide training to special education teachers and specialists on the SIRAS web-based special education program.
- Ensure compliance with state and federal regulations, reporting requirements with Department of Education, and department policies and procedures.
- Monitor and facilitate all district regional and specialized educational programs.
- Consult with the district and Santa Barbara County Education Office special education service providers on special education related services.
- Participate in staff development for the district, special education, SBC SELPA, and school site staff development as it relates to supporting students with disabilities.
- Participate in and represent the district at conferences and workshops related to special education: Co-teaching/collaboration, curriculum, English Language Learners, state testing, alternative educational options, IEP compliance and SIRAS.
- Function as liaison between the district Special Education office, Santa Barbara SELPA, school site special education departments, and community agencies.
- Represent district as Local Education Agency (LEA) in offering Free and Appropriate Education (FAPE) based on IEP team recommendations about placement, program, supports, and educational benefit for students receiving special education services.
- Facilitate research-based staff development opportunities, including planning and coordination of special education staff meetings.
- Assist site coordination of yearly transitional meetings with local feeder schools for incoming students.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE OF:

Current knowledge of research and theory of trends, innovations, and practices in the education of children with disabilities; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: theory of collective pertinent laws, codes, policies, and/or special education regulations; major disabling conditions, adaption of core curriculum, and positive interventions supports for student with disabilities; educational evaluation and research and understanding of the unique needs of children with disabilities; full Inclusion, mainstreaming, LRE, Co-teaching, transitional plans, and collaborative learning; Curriculum development; curriculum modification and adaption for students with disabilities; regulations and policies on state Due Process Compliance and Complaints; regulations governing student record maintenance; maintenance of confidential information; Procedures for evaluating and determination of special education services, supports and educational placements for students with disabilities; personnel processes; standard business practices; education technology, teaching philosophies, personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of difficult situations with sometimes difficult people; work with competing interests from various sites; analyze data utilizing defined but different processes; operate

equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity; work with a significant diversity of individuals and/or groups. 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: communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data and maintaining accurate records; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; communicate effectively, orally and in writing, with all stakeholders, both individually and as a group, including formal, public presentations; utilize computer technologies such as Microsoft programs, Google programs, excel and data charts, CALPADS, Aeries, SIRAS, Data Quest, and School Improvement Leads data system; and facilitating communication between persons with frequently divergent positions.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential required
Valid Special Education Teaching Credential required
Classroom Teaching Experience required
Demonstrated successful experience in organization and management

DESIRED QUALIFICATIONS:

Site Administrative Experience desired.
Minimum of three years of experience in a Special Education.
Advance training and experience in the education of individuals with exceptional needs and Individualized Educational Plan (IEP) Implementation and compliance.
Knowledgeable of Federal/State Special Education laws and regulations.
Master's degree from an accredited college/university.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License & Evidence of Insurability.

WORKING CONDITIONS:

Indoor classroom or Office Environment
Driving a vehicle to conduct work at multiple school sites.
Attend trainings and conferences as needed to conduct the scope of the position.
Public Speaking for groups.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to perform extensive work at a computer.
Ability to stand, walk, and sit frequently or for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve and store files.
Seeing to read a variety of materials.

3/31/2023
SMJUHSD

Certificated Management (Level 26A)