

POSITION DESCRIPTION

TITLE: Program Specialist

CLUSTER: Not Applicable

QUALIFICATIONS: Valid Pennsylvania Certification in Teaching Mentally and/or Physically Handicapped

REPORTS TO: Director of Special Education and the Program Supervisors

LOCATION: Colonial Intermediate Unit 20

JOB GOAL: To provide state of the art training and technical assistance to assigned IU classes and other designated parties regarding functional special education services, and the delivery systems available to support children with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participate in PDE sponsored training sessions and planning meetings regarding with disabilities.
2. Utilize and disseminate PDE sponsored materials and information regarding students with disabilities.
3. Develop annual training and technical assistance needs assessment to be utilized within IU operated programs.
4. Observe students and provide teachers with technical assistance in writing IEP's, conducting functional behavioral assessment, developing behavioral support plans and incorporating transition planning into the IEP process.
5. Provide follow-up activities to any educational programming, behavioral assessment and support planning, or transition planning that is done.
6. Provide training to teachers and associate teachers in a variety of methods/techniques which will improve student behaviors, communication and functioning in the community and/or school routine.
7. Support the transdisciplinary teaming process whenever possible during training and technical assistance.
8. Provide support for teachers with educational and/or behavioral programming.

9. Assist with new program development.
10. Provide input/support at IEP and Interagency Meetings.
11. Attend staff meetings and serve on staff committees as required.
12. Supervise the implementation of related transition planning services by job coaches and teacher associates when appropriate.
13. Monitor and implement the transition process with students in the classroom, on work sites, and with the job coach.
14. Keep current in trends, best practices and related subject matter in order to provide efficient and effective services.
15. Provide instruction and assist the case manager in performing functional assessments for students. Provide observations and analysis of student performance with instruction as needed. Share pertinent information with other disciplines in their assessment of students.
16. Develop community-based opportunities and support services for students. Utilize identified procedures and strategies to facilitate and coordinate job placement and maintenance of students.
17. Provide information and instruction for case managers, teachers, associate teachers and job coaches in the development of transition services and functional assessments of students. Assist case manager in writing IEP goals and objectives that support student's post-school outcomes.
18. Implement departmental program goals and objectives, establish schedules, and priorities, maintain records, inventories, equipment, materials, and supplies and contribute to the development and implementation of transition planning.
19. Responsibilities for all other duties as assigned by the Supervisor of Special Education including the accomplishment of goals as determined by CIU 20 departmental plan.
20. Provide trainings in non-violent crisis intervention including restraint techniques, as well as assisting in demonstrating the proper way to lift and/or move students with severe disabilities.