

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST STUDENT SERVICES

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE OR SEPARATE DAY SCHOOL

QUALIFICATIONS:

- Master's Degree/Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education, Speech Pathology, Guidance, Psychology or Social work.
- Certification in a minimum of one core curriculum area, unless working under licensure, Certified School Counselor or Certified School Psychologist.
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, rules, and regulations governing area of responsibility. Expertise in curriculum in appropriate content area and level.
- Knowledge of best practices, appropriate assessment strategies and current literature.
- Specialized training in the assigned area of exceptional student education specific for the position assignment.
- Ability to model in the classroom and collaborate with classroom teachers and principals.
- Positive communication skills.
- Listening skills.
- Organizational and time management skills.
- Flexibility.
- Conferencing skills.
- Synthesizing and distribution of information.

REPORTS TO:

Director or Principal/Designee

JOB OBJECTIVE:

To assist schools and teachers with issues relative to a specific curricular area or level of instruction and provide the essential resources needed to better serve the targeted student groups and individuals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Disseminate, implement and audit state and federal mandates.
- Provide direct support to schools based on department initiatives and/or school requests.
- Provide direct support to department and schools in specific areas of program expertise.
- Assist in the completion of all District and department goals and initiatives.
- Provide design and training for appropriate staff development activities.
- Assist in planning and implementing county-wide programs for the department.
- Work with community-based agencies and resources.
- Chair or serve on school or District committees relative to program area of responsibility.
- Represent School District at regional and/or state-level conferences to acquire current knowledge and research to disseminate to District staff.
- Assist in providing new teacher orientation and training.

PROGRAM SPECIALIST (PUPIL SUPPORT) (Continued)

- Review, revise, develop and distribute information, materials / resources appropriate to the needs of the department and the district.
- Promote parent and community collaboration of effective services delivered to students.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide coaching and technical assistance to teachers on the design and implementation of the IEP/EP.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Monitor and provide consultation to school-based teachers and staff on the use of instructional strategies.
- Provide feedback, ideas and observations to school-based teachers and staff in areas such as classroom and behavior management and methods of instruction.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11