

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

PROGRAM SPECIALIST – ALTERNATIVE EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR:

Special Education Principal

ESSENTIAL FUNCTIONS:

1. Provide leadership and guidance in the area of staff development and training for instructional and support personnel throughout KCSOS in the area of instructional practices for students with exceptional needs.
2. Lead and coordinate the development of effective, appropriate programs and coordination of resources for students with special needs in special education program settings.
3. Provide consultation and program development to districts and /or KCSOS personnel in areas related to disabling conditions and behavior intervention methodology to meet the identified educational goals of students with special needs.
4. Coordinate and assist in the responsibility of assurance that students with special needs have full educational opportunities throughout the Alternative Education schools.
5. Perform any additional duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in the education of children with disabilities.
2. Demonstrate personal characteristics that are conducive to good communication and self-management.
3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate an understanding of the unique needs of children, parents, specialists, teachers, administrators and other professionals, agency staff or public.

2. Perform duties and responsibilities with a high degree of professional integrity and ethics.
3. Ability to express oneself effectively in public, in conference and in written materials.
4. Ability to work harmoniously and effectively with supervisors, teachers, and other staff members and district personnel.
5. Must present verification of completion of Child Abuse Mandated Reporter Training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Appropriate California credential(s) or equivalent as specified by law, including a valid Special Education credential, Health Credential or School Psychologist authorization.
2. Master's Degree.
3. Specialized in-depth knowledge in one or more major disabling condition(s), core curriculum, and positive interventions.
4. Behavior Intervention Case Manager (BICM) certification desirable.

B. Experience:

1. At least three (3) years of successful teaching or related experience in Special Education programs.
2. Successful diagnostic and prescriptive experience in working with children with special needs.
3. In-depth experience and knowledge of special education program Individualized Education Programs (IEPs) and behavior intervention plan strategies and implementation.

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