

**JOB DESCRIPTION**

**Job Title:** Program Specialist, Preschool (9947)

**Job Summary:**

Under the supervision of an Administrator, responsible for organizing and supporting the development and implementation of Individualized Education Plans (IEPs) for preschool students, preschool curriculum development and ensuring that educational opportunities for identified students are met. This position will also be responsible for coordinating procedures for student identification and assessment and providing educational resources, development, and training to preschool staff. The Program Specialist may also be responsible for appropriate identification, assessment, and educational programming for special education students.

**Essential Duties:**

- Develop, plan, implement, and oversee the special education preschool program for assigned area as established by State and Federal regulations and the Tulare County Office of Education.
- Collaborate with parents, staff, service providers, and other specialists to ensure consistency, accuracy, and appropriate implementation of intervention/instructional strategies and generalization across all learning environments.
- Coordinate and conduct individual assessments for special education preschool students and prepare related reports and recommendations for services, as needed.
- Coordinate with Bright Start to ensure students have an effective and efficient transition to Headstart and other preschool programs.
- Facilitate the acquisition and use of instructional materials, resources, assistive technology, and other equipment.
- Assist with the development and implementation of Individualized Education Plans (IEPs) and monitor for programmatic development and adherence to local and state guidelines.
- Provide case management of assigned IEPs by evaluating the child's progress, ensuring interventions are effective, and that the child's needs are being met.
- Consult with and support preschool staff in providing evidence-based instructional and behavioral support to address the needs of preschool children with moderate to severe disabilities.
- Provide education and training to parents and caregivers for the purpose of teaching intervention methods that support children learning in the home environment.
- Supervise and evaluate assigned staff and interns, as needed.
- Communicate with parents, staff, administrators, and other parties to ensure students' needs are adequately met.
- Develop, monitor, and administer program budgets and expenditures, as needed.
- Prepare and present reports, correspondence, and other communication regarding the preschool program.
- Participate in committees, meetings, and community activities to promote program awareness and ensure appropriate interaction/intervention for preschool students.
- Determine, plan, implement, and coordinate professional development programs to inform and educate preschool staff about special education laws and guidelines, intervention programs or methods, and other related information.
- Actively participate in in-service programs, and keep abreast of current clinical, theoretical, and educational research in the profession.
- Perform other related duties, as assigned.

**Responsibilities:** working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills to:**

- utilize evidence-based best practices and methods for addressing the individual educational needs of preschool students with disabilities;
- educate and train preschool staff and administrators in the use and application of learning methods and behavior management;
- provide training and guidance to parents on supporting their child's learning in the home environment;
- communicate effectively orally and in writing;

- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

**Knowledge of:**

- modern principles and practices of educational program administration;
- current laws and regulations in regards to special education;
- instructional practices and behavior management strategies specific to preschool-aged children;
- best practice for using appropriate evaluation tools for assessment of special education needs;
- California Preschool Learning Foundations;
- California Content Standards;
- Writing and implementing IEPs;
- organizational and management practices as applied to analysis and evaluation of county programs, policies, organization structure and operation needs;
- principles of personnel administration, supervision and training.

**Ability to:**

- plan, organize, and direct educational programs;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
- understand, interpret and apply laws, rules, and regulations;
- collect, interpret and evaluate narrative and statistical data pertaining to administrative and fiscal management;
- supervise, train and evaluate professional, technical and clerical staff;
- prepare and analyze reports, statements and correspondence;
- establish and maintain effective working relationships with those contacted in the course of work;
- communicate effectively, both verbally and in writing, with parents and other professionals;
- drive personal vehicle for travel to various locations throughout the county.

**Experience Required:**

- Five years of experience in preschool special education programs.

**Education Required:**

- Bachelor's degree required;
- Master's degree in special education or related field is preferred.
- Valid California Credential in special education.
- Valid California Administrative Services Credential or be eligible for an Administrative Services Credential waiver.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire);
- Must possess an automobile for travel on the job.

**FLSA Status:** Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.