

# **Rapid City Area School District 51-4**

## **JOB DESCRIPTION**

### **I. POSITION TITLE:**

Program Specialist

### **II. QUALIFICATIONS/REQUIREMENTS:**

- A. Education Level: Meet certification requirements as established by the state of South Dakota.
- B. Experience Desired: Have knowledge in implementation of Individual Education plan process, special education law, and 504 Rehabilitation Act of 1973 and implementation of 504 plans.
- C. Other Requirements: Have ability to be flexible in working with staff and students in all grade levels and subject areas. Possess excellent oral and written communication skills. Have skills in human relations, leadership and conflict management. Have knowledge of teaching techniques that meet the diverse needs of students. Have training in assessment and interpretation of information.

### **III. REPORTS TO:**

Director of Special Education & Student Related Services

### **IV. SUPERVISES:**

None

### **V. BASIC FUNCTION/PURPOSE OF POSITION:**

Provide support and technical assistance to the special education staff and to assure consistency and compliance with federal, state and district regulations.

### **VI. ESSENTIAL FUNCTIONS AND DUTIES:**

- A. Provide technical assistance and mentoring to special education and general education staff.
- B. Assist with student transitions.
- C. Provide staff inservice (i.e. assessment, research based instruction, state standards).
- D. Coordinate out of district placements.
- E. Monitor and comply with federal, state and district policies and procedures.

- F. Serve as a resource to RTI/TAT (Response to Intervention/Teacher Assistance Team), pre-referrals, Multi-disciplinary Assistance Team (MDAT) and placement committees.
- G. Serve as a member of the Special Services Advisory Council.
- H. Coordinate child count information.
- I. Schedule regular meetings with special education staff.
- J. Coordinate materials and capital outlay expenditures for special education programs.
- K. Facilitate and coordinate program options and curriculum to assure consistency district wide.
- L. Participate in ongoing professional growth activities.
- M. Maintain the confidentiality of students and their families.
- N. Work collaboratively with parents, administrators, and outside agencies.
- O. Perform other duties as assigned.

**VII. EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for professional personnel.

**VIII. TERMS OF EMPLOYMENT:**

Nine (9) month work year. Salary and work year to be established by the board of education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.