



Lafayette Parish School System

Job Description

Job Title: Program Specialist
Department: Special Education
Reports To: Executive Director of Special Education
Approved Date: 07/2024

Salary Scale: Certificated Administrative/Professional
Pay Grade: Pay Grade 8
FLSA Status: Exempt
Days: 213-days
2002 Sales Tax Eligible: No

SUMMARY OF POSITION: Responsible for overseeing educational settings within the Least Restrictive Environment (LRE) and communicating with school administrators, teachers and community members and gathering the resources needed in order to carry out the student's Individual Education Program (IEP) within the appropriate classroom setting.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: Master's Degree in Education; Certification in Educational Leadership or equivalent and Special Education; Five (5) years Special Education teaching experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Plan programs/settings and provides curricular resources and technical assistance for teachers and students with exceptional needs for their assigned schools.
- Provides leadership to principals, teachers, and support personnel to ensure legal compliance and instructionally effective services for students with disabilities.
- Serves in complex cases as administrative designee in IEP team meetings.
- Assists Executive Director of Special Education and Special Education staff with development, coordination, and evaluation of educational programming for students with disabilities.
- Maintain and provide bi-weekly updates for assigned schools in the Department of Special Education "walk through" document.
- Improve the quality for students with disabilities to ensure instruction and settings are highly effective, inclusive, and centered around student needs by providing weekly in-person visits to all assigned schools.
- Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services within the given settings.
- Provide assistance to students, parents, teachers, and other staff in solving school-related problems and coordinating instructional programs between home and school.
- Participate in the development of (IEPs) which include annual goals and short-term objectives, behavior intervention plans, progress monitoring, etc., for students with disabilities.
- Serve as a resource and liaison to IEP teams regarding placement considerations in unique and difficult cases
- Attends departmental, professional, and district meetings as directed.
- Collaborates and plans with multiple departments to ensure consistency of practice and use of resources to support inclusion within elementary, middle and/or high schools.
- Participates in professional development, provides training and support to school personnel to enhance instruction for students with social, emotional, and learning challenges.

DUTIES: Diverse Learners Specialist

- Provide professional development, on-going guidance, and support to teachers, administrators, and staff on use of instructional materials that address state standards for students participating in the Alternate Assessment.
- Provide on-going guidance and support to teachers in utilizing assistive technology to access all instructional materials and environments for diverse learners.

RESPONSIBILITIES: Staff shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

Instructional Components

- Fulfill duties traditionally expected of those that supervise and/or support, reinforce, or contribute to the education profession (Oversee and/or assist in the instruction of students, oversee and/or assist with district/school state paperwork guidelines or requirements, collaborate with colleagues and district departments, maintain or assist in the supplemental tracking and/or support of school/student data)

- Oversees/participates in school committees or task forces to contribute to school improvement initiatives
- Oversees/participates in educational or coaching best practices and techniques
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,

Supervision Components

- Supervision of assigned personnel or students when activities are on or off campus at a school related/sponsored event
- Supervision of any school personnel for whom you may be responsible, as applicable

Non-instructional Components

- Attend meetings generally associated with the instruction of students and/or school/district improvement
- Attend staff/department meetings, training sessions meetings, school-level meetings/events, district-level meetings/events, school board/committee meetings, and graduation, etc., upon request
- Establish/participate in school and/or district policies governing students and employees
- Planning and strategizing for future district/school improvement initiatives.
- Provide additional supervision and/or support for students who may need extra help, assistance, and/or ancillary services.
- Supporting extracurricular activities or athletic events that take place after school hours. (If applicable)
- Attend/participate in all meetings and functions of those extra-curricular activities, clubs, or groups of which the employee is a sponsor or assigned
- Represent the district/school at all functions and/or meetings at which a school representative is required, as requested

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything

- outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date