



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Educational Specialist</i>	#1030
	<i>SELPA</i>	
SALARY PLACEMENT:	Range F, Management Salary Schedule	

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

A valid Special Education Credential, a Masters Degree, Clinical Services Credential, Health Services Credential, or Psychologist authorization. Specialized training in at least two areas of special education curriculum and instruction. A valid California Driver's License.

DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Administrative Credential preferred.

MINIMUM EXPERIENCE:

Five years of successful special education experience.

DESIRABLE EXPERIENCE:

Two years of special education administrative experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Special Education Credential, Clinical Services Credential, or Health Services Credential. Knowledge of: special education laws, codes and regulations; skills in behavior management; general education, curriculum, and current trends, budget administration; and inter-agency relationships and effective methods of program coordination.

Ability to: prepare and make presentations to various audiences; communicate effectively orally and in writing; work effectively with students, parents, a wide variety of professionals, and with agencies; respond promptly to requests of internal and external clients (providing them needed direction, assistance, training, materials, and resources); and establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agencies.

SUMMARY OF POSITION:

The San Joaquin County Special Education Local Plan Area (SELPA) is seeking an outstanding individual for the position of Educational Specialist. The candidate must have an in-depth knowledge of disabilities and the interpersonal skills to work with personnel in the SELPA districts and the County Office of Education. The SELPA consists of fourteen districts, including the county office, and has just over 4,400 special education students.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Develop and coordinate regional and local inservice training.
2. Assist SELPA districts in locating appropriate programs and services for individual pupils.
3. Provide coordination, consultation, and program development in assigned areas.
4. Observe, consult, and assist special education teachers in planning and implementing individual education programs for children with disabilities.
5. Assist SELPA districts with non-public, non-sectarian, and state school placements when appropriate.
6. Participate in reviewing the effectiveness of programs for individuals with exceptional needs.
7. Assist with development of innovative methods and approaches.

ESSENTIAL FUNCTIONS: (CONTINUED)

8. Coordinate the implementation of program evaluations (i.e., the Coordinated Compliance Review, etc.) as required by State or Federal Mandate.
9. Carry out administrative duties, such as completion of state and federal reports, budget preparation, and preparation, response and participation in Mediations, Complaints, and Due Process Procedures.
10. Review and approve delivery of relevant in-service/staff development activities for specific Special Education staff as assessed, developed, and coordinated by the Educational Specialist.
11. Serve as representative/designee of the Assistant Superintendent, Special Education, at meetings with community agencies to coordinate delivery of Special Education services to children with exceptional needs.
12. Participate in the acquisition of grants and other sources of funding for programs and projects; coordinate and participate in writing proposals and agreements; ensure that grants and agreements are properly administered.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aides.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SICOE staff, district staff, and the public.