

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Program Specialist – Special Education

II. Position Description

Under the supervision of the SELPA Executive Director, provide support in the form of consultation, coaching, one to one and group presentations, classroom support, and information for effective instructional and behavioral strategies for general educators, special education teachers and others providing instructional services to students with autism. This position includes planning and coordinating curricular activities and evaluating the effectiveness of programs for student with autism and other related disorders. Must have the skills to work collaboratively with other service providers, write reports, assist in the training of instructional assistants, attend IEP meetings as needed and other related work as required.

III. Examples of Responsibilities

- Develop age appropriate activities and behavioral interventions effective for students with autism and related disorders **(E)**
- Conducts comprehensive functional analysis and behavioral assessments and develop behavior support plans. **(E)**
- Develops consultation relationships with general and special educators service providers and outside agencies. **(E)**
- Trains, directs and monitors the work of teachers and instructional assistants assigned to work with students with behavioral challenges as a result for their autism. **(E)**
- Present complex information on behavior, behavioral assessment and implementation and training of behavioral plans to staff. **(E)**
- Provide consultant services to teachers, parents, administrators, and other personnel who work with students on the autism spectrum.
- Assist in developing and implementing programs and /or services for students with autism. **(E)**
- Researches resources and methods regarding intervention, treatment techniques and assessment tools.
- Conducts presentations and conferences on topics related to autism behaviors and treatment issues. **(E)**
- Supervises behaviorally based programs for individuals with autism and other related disorders. **(E)**
- Train staff, monitor data, lesson development and progression.
- Participate as a member and provide trainings for IEP teams, as appropriate.
- Maintain knowledge of current laws and regulations pertaining to autism and intervention strategies.
- Assist in the implementation of state and federal laws to maintain district compliance. **(E)**
- Promote awareness, communication, and public relations between parents, community partner agencies, and other public and non-public agencies regarding strategies for working with individuals with autism or related disorders. **(E)**
- Perform other related duties as assigned.

(E) – Essential

IV. Minimum Qualifications

Knowledge of:

- Experience and knowledge in methodologies and programs for children with autistic related behaviors.
- Knowledge of community and other resources fir students and families.
- Current laws and regulations pertaining to individuals with exceptional needs, including eligibility criteria and the identification, placement and review process in regards to Autism Spectrum Disorders.
- Positive behavior intervention(s) and expertise in the area of behavior support plans and behavioral intervention strategies.
- Organizational skills to manage the staffing and implementation of program provided through the district or by contracted Non-Public agencies.

Ability to:

- Develop and coordinate outreach services programs both in the community and the district.
- Negotiate and resolve conflicts and demonstrate strong interpersonal skills.
- Deal and effectively with parents, teachers, administrators and students.
- Maintain high standards of professionalism.
- Organize and manage time effectively.
- Work both collaboratively and independently.
- Demonstrate leadership and organizational skills.
- Manage multiple tasks.
- Work at multiple sites.
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and through communication.
- Work co-operatively with staff, students and the public.

V. Education and Experience:

Minimum Qualifications:

- Possession of a Valid California Special Education, Clinical Services or School Psychologist Credential.
- Three (3) to Five (5) years of successful experience in a Special Education classroom or related service, specifically with students with Autism or Autistic like behaviors.
- Board Certified Behavior Analyst (BCBA) **desired**

VI. Physical Demands and Working Conditions:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions listed above.

Physical Demands:

- Ability to sit, stand, and circulate for extended periods of time.
- Ability to bend, stoop, squat, kneel, push, pull, foot controls (occasionally); climb stairs, and twist.
- Ability to see and read with or without vision aids (extensive reading); hear and understand speech at normal levels with or without aids.
- Ability to communicate so others will clearly understand normal conversation and group presentations.
- Ability to grasp and manipulate materials, equipment/supplies; complete repetitive hand activities within close reach, such as files, keyboard, and handwriting (frequently);
- Ability to lift/carry/push/pull up to 25 lbs. on a regular basis and up to 40 lbs. occasionally.
- Ability to reach in all directions
- Ability to lift/carry up to 25 pounds (occasionally), may lift/carry child up to 75 pounds infrequently).
- Ability to apply appropriate techniques (approved crisis intervention) to mitigate the threat of harming self or others, which may involve evading, blocking, and/or restraining.

Working Conditions:

- Indoor offices and classrooms;
- Driving to District sites, non-public schools, and County facilities;
- Exposure to seasonal temperature variations, dust and wind, traffic, use of office equipment and desk supplies.

Other Requirements:

Requires use of personal automobile and the possession of a valid California Class Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the districts insurance policy.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

Other Requirements: Requires use of personal automobile, and the possession of a valid California Class Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy while employed.