



Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

www.sssd.k12.ca.us

Program Specialist Lead

Definition

The Program Specialist Lead has advanced training and related experience in the education of individuals with exceptional needs, including a minimum 3 years of experience as a special education administrator. Prime responsibilities include: assisting with staff supervision, assisting with compliance monitoring, and coordination and maintenance of a high quality Special Education Department within the District. Provide student and staff support, consultation, curriculum development, staffing, and staff development in the area of special education.

Supervision Exercised or Received

Under the immediate supervision of the Director of Special Education. Supervises certificated and classified personnel within the District. Provides input to site administrators regarding the supervision of site staff personnel.

Essential Duties and Responsibilities

Student and Staff Support:

1. Participate in placement and review Individualized Education Program (IEP) meetings in an advocacy role for students, teachers and/or parents, and in a compliance monitoring role for the District.
2. Participate in the development of IEPs for exceptional students.
3. Act as a resource/liaison to IEP teams and other personnel in preparation for and follow-up of student placements when required.
4. Serve as a support to parents in the understanding of the placement recommendations on the IEP.
5. Provide assistance to special educators in documenting and evaluating student progress.
6. Model direct instructional support for teachers and staff, as appropriate.
7. Assist teachers in the planning, implementation and evaluation of the instructional program.
8. Help teachers and parents plan and access effective use of community resources (e.g., Regional Center).

District Fax #'s

Business Services 661-252- 8814
Personnel Services 661-252- 3589

Instructional Services 661-252- 6847
Superintendent 661-252- 6849

Special Education Services 661-252- 6229
Technology Dept. 661-252- 6848



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9. Supervise and direct District staff personnel in accordance with District policy.
10. Evaluate teacher performance, confer with the teacher relative to the evaluation, maintain accurate and complete records of evaluations and conferences.
11. Supervise and evaluate certificated and/or classified staff as delegated by the Director of Special Education.
12. Collaborate with the Director on the hiring assignments, retention, and dismissal of teachers.
13. Perform SELPA related committee work as assigned.
14. Coordinate mild/moderate, moderate/severe, and Regional programs and services.
15. Support the assessment, identification, and reclassification of English Learners in Special Education programs.
16. Coordinate referrals from the Early Start and P.A.C.T. Programs to the Regional programs operated by the District.
17. Participate in SELPA activities such as Community Advisory Committee (CAC), staff development, and Directors' Council meetings.
18. Facilitate and coordinate placement, IEPs, assessments, and progress monitoring for students placed at Non-Public Schools (NPS).

Consultation:

1. Provide consultation to personnel in selection and utilization of appropriate assessment instruments and techniques.
2. Provide consultation to District staff on innovative instructional methods, strategies and materials.
3. Provide consultation to administrators and general and special educators in modifying general education programs to serve all students.
4. Provide consultation to staff regarding specialty areas, as determined by the supervisor.
5. Assist in special education program evaluation activities, including data analysis, compliance monitoring, and program improvement.
6. Provide assistance to the Director and site principals with the recruitment of special education teachers and instructional assistants.
7. Provide leadership at Special Education Department staff meetings and Job Alike meetings as directed.
8. Coordinate special education committees and assist in development of policies and procedures for special education programs.

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Curriculum Development:

1. Develop or determine appropriate curricular resources needed for successful implementation of the IEP.
2. Demonstrate techniques and/or methods which enhance the educational progress of special education students.
3. Develop an evaluation process for selected resources.
4. Evaluate, requisition and allocate supplies, materials and equipment as required and directed.

Professional Development:

1. Design professional development activities based on data collected through needs assessment.
2. Implement staff development programs and training activities.
3. Provide resources needed for staff development activities.
4. Provide formal and informal inservice with individuals and small or large groups.
5. Locate and train educators to share expertise and individual projects for personnel development.
6. Collaborate with Education Services to provide district-wide professional development regarding integration and the differentiation of instruction for students with disabilities.
7. Network with outside resource organizations for staff development offerings:
 - State Department of Education
 - Institutions of Higher Learning
 - Other Program Specialists Community Resources
 - Local County and State Agencies
 - Professional Associations
 - SELPA

Community Relations:

1. Participate in development of parent education programs.
2. Communicate special education activities and information through newsletters, notices, memos, etc., to parents and staff.
3. Provide support and guidance to mitigate parent concerns.
4. Act as a liaison to the California Children's Services, Regional Center, and other agencies.

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5. Coordinate matriculation planning activities and coordinate matriculation IEPs for students going to junior high special education programs.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Minimum Qualifications

1. A valid Special Education or Pupil Services credential qualifying the candidate for the position.
2. Master's Degree in Special Education or equivalent degree. Prior experience working in Special Education and/or Pupil Personnel Services areas. Successful special education administrator experience.
3. Administrative Credential.
4. Five years experience in public schools of which not less than four years have been successful classroom teaching experience.
5. Meets District standards for physical and mental health.

Desirable Qualifications

1. Knowledge of and commitment to contemporary management techniques.
2. Knowledge of elementary curriculum including highly developed competencies in at least one content area.
3. Ability to provide dynamic instructional leadership and to maintain effective channels of communication within the school and between the school and the community.
4. Ability to function as an effective member of the management team.
5. A well developed personal philosophy of education.
6. Understands child growth and development.
7. Knowledge of learning theory and the ability to assist teachers in its application.
8. Ability to plan, organize, coordinate, manage, and evaluate programs within the school and District.
9. Ability to represent the District with responsible, mature judgment, tact, and decisiveness.
10. Ability to effect positive change in staff and programs.

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Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body Movement**
Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting Requirements**
Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.
- **Vision Requirements**
Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities and Working Conditions of Continued Employment

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of this position. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Personnel Department for further

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information.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: May 11, 2022

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