



EMPLOYEE NAME: \_\_\_\_\_

Revised: 4/07; 5/08; 2/09; 9/10;10/12; 6/16; 3/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Special Education Program Support Specialist	<b>JOB CODE:</b> 475C
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Special Student Services
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 198
<b>REPORTS TO:</b> Special Education Supervisor	<b>PAY GRADE:</b> CSS (4, 5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Works with teachers and administrators to develop and provide instructional, behavioral and program support for eligible students	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; If you are seeking alternative certification, you must have passed or exempted the GACE Basic Skills Test and the GACE Special Education General Curriculum Content Test.
2.	Certification/License Required: Valid Georgia Teaching Certificate in Special Education General Curriculum Consultative or equivalent license.
3.	Experience: 3 years successful teaching students with disabilities.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 60 pounds without assistance; ability to perform a two-person lift for students over 60 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management, data collection

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance
2.	Models direct social skills instruction for special education and general education teachers and paraprofessionals who work with students requiring social skills instruction.
3.	Assists special education and general education teachers in setting up appropriate physical and instructional classroom environments for students served in specialized programs.
4.	Assists special education and general education teachers in developing effective classroom procedures for students with disabilities.
5.	Recommends appropriate research based instructional strategies to use with students with autism, intellectual disabilities and emotional and behavioral disorders.
6.	Assists teachers in completing Functional Behavioral Assessments, Behavior Intervention Plans and Positive Behavior Support Plans for individual students with autism, intellectual disabilities and emotional and behavioral disorders.
7.	Plans and implements professional learning for special education and general education teachers.
8.	Consults with related service providers and other staff members in the development of instructional and behavioral programs for individual students.
9.	Maintains prompt and professional communication with school administrators, supervisors, teachers and parents.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_