

JOB DESCRIPTION

POSITION TITLE: Special Education Program Specialist, OT/PT	JOB CODE: 483D
DIVISION: Academic – Support and Specialized Services	SALARY SCHEDULE: Occupational & Physical Therapist
DEPARTMENT: Special Education	WORKDAYS: 198
REPORTS TO: Supervisor, Special Education	PAY GRADE: NZ00 (Based on NPO 1,2,3 or 4)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Facilitates compliance with special education due process procedures; facilitates collaboration and communication between the special education department and local schools; provides support, services and training to local schools and families within the assigned programs.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s degree preferred
2.	Certification/License Required: OT/PT license
3.	Experience: 3 years successful experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; collaboration, data management and analysis, demonstration of proficiency in all components of special education due process procedures

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.	Adheres to federal, state, and local due process procedures.
3.	Compiles, maintains, and submits all required records, including data, for federal, state, and local reports.
4.	Demonstrates ethical and professional behavior.
5.	Assists in developing, conducting, implementing, monitoring, and reviewing Individual Education Programs (IEP) for selected students with disabilities.
6.	Serves as liaison between general education and special education programs.
7.	Assists in the observation and evaluation of Occupational and Physical Therapists.
8.	Models and provides training on effective therapeutic strategies and interventions for special education students.
9.	Demonstrates ability to problem solve and diffuse difficult situations.
10.	Assists with analyzing appropriate data for instructional program planning and facilitating program operation.
11.	Assists with utilization of special program technology.
12.	Demonstrates knowledge of the link between curriculum standards and IEP goals.
13.	Participates in professional learning to keep abreast of current research-based teaching/learning strategies and emerging technology.
14.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____