Announcement of Certificated Opening

Program Specialist, Special Education
(2015-16 School Year)

Qualifications: Possession of a Master’s Degree from an accredited institution of higher education, possession of a valid California Special Education, Pupil Personnel Services, School Psychologist, or Speech and Language credential.

Salary: Appropriate placement on Program Specialist’s Salary Schedule

Service Days: 200 days

Application Procedure: Interested candidates are required to submit a letter of interest, Certificated (teaching) application form, current resume of experience and training, up-to-date transcripts, and copies of your credentials to the attention of Human Resource Processing.

Application Deadline: OPEN UNTIL FILLED

AN AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER
POSITION

The Palos Verdes Peninsula Unified School District is seeking a strong educational leader to serve as a Program Specialist in the area of Special Education. This individual must have a creative vision for Special Education and the experience to collaborate with staff, students, families, and community agencies in order to develop effective programs for students.

QUALIFICATIONS

Credential Requirement:

Possession of a Master’s Degree from an accredited institution of higher education, possession of a valid California Special Education, Pupil Personnel Services, School Psychologist, or Speech and Language Credential.

Desirable Experience and Training:

- Current knowledge of laws and trends in Special Education.
- Current knowledge of best practices in developing and sustaining inclusive environments for students with disabilities.
- Experience in professional development for staff and para educators.
- Ability and experience in counseling groups and individuals to consensus or mutually agreed upon goals.
- Possession of a California Administrative Credential or equivalent experience.

Major Duties and Responsibilities:

- Observe, consult with and assist resource specialist teachers, designated instruction and service instructors and special day class teachers.
- Serve as the Student Services/Special Education designee at all Eligibility and Planning Team meetings and in other areas of responsibility as required.
- Assist in planning and implementing of in-service programs for parents, general education teachers, special education staff, and para-educators.
- Serve as a team leader in the planning, development, and implementation of curriculum and program activities.
- Maintain and prepare a variety of records, reports and correspondences as required.
- Perform other duties as assigned, such as Staff and Parent Newsletter, liaison for community agencies and Non-Public schools.

Personal

- Belief that the educational needs of PVPUSD students and their families can be met according to the fundamental principle that all children can learn.
- Recognizes that school business is “people business” and that the District’s employees, parents, communities and support groups are essential to the District’s success and must be recognized and supported.
- Demonstrates strong interpersonal skills.
- Utilizes effective communication skills.