

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: PROGRAM SPECIALIST, SPECIAL EDUCATION

QUALIFICATIONS:

1. California special education credential
2. Knowledge, training and experience in developing special education curriculum
3. Ability to design and coordinate special education staff development program

REPORTS TO: Director - Special Education

JOB GOAL: To provide leadership and assistance necessary to develop and implement special education curriculum and staff development plan

PERFORMANCE RESPONSIBILITIES:

1. Conducts timely needs assessments for curriculum and staff development purposes
2. Organizes curricular and staff development committees
3. Researches current special education methods and materials
4. Assists in designing of staff development plan
5. Coordinates special education staff development activities
6. Assists with grant application writing
7. Maintains necessary records
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable