

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST – ALTERNATIVE EDUCATION DEPARTMENT AND CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the Director-Alternative Education or designee, coordinates and participates in the provision of regionalized special education services for students in assigned Special Education Local Plan Area(s) (SELPAs); provides case management of and advocacy for individual students; participates in fair hearings, Individualized Education Plan (IEP) meetings, compliance reviews and medications concerning the provision of students of mandated services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates and participates in the provision of regionalized special education services for students in assigned SELPAs; provides consultation and administrative representation for inter- and intra-district, non-public, State, residential, and Santa Clara County Office of Education

needs and identify appropriate placements; participates in IEP of agreed-upon services; serves as administrative designee or public, inter-district and state schools, and SCCOE programs.

programs and services; evaluates student progress; balances the



Program Specialist – AED and Charter Schools-

WORKING CONDITIONS:

ENVIRONMENT:

