

JOB DESCRIPTION

SPECIAL EDUCATION SPECIALIST

Position Summary: The Special Education Specialist is responsible for supporting the Pinal County Education Service Agency Professional Development staff in developing and delivering research-based best practices training in the area of Special Education through workshops and presentations in county schools. Planning professional development initiatives to include: Positive Behavior Intervention, Response to Intervention, Inclusion, Differentiation of Instruction, transition programs training and strategies. Other duties include collaboration with educators at both the state and county levels.

Examples of Job Duties: The duties listed below are examples of the work typically performed by the employee. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Work with special education directors, principals, and classroom teachers to identify areas of strength and of need to provide maximum progress for students
- Assist teachers and schools/districts to analyze data as related to school improvement
- Assist teachers and schools/districts to integrate special education practices and strategies of Arizona Academic Standards into core content areas and instructional presentation
- Assist schools/districts in expanding use of technology through Assistive Technology hardware equipment, software applications and productivity software as related to special education needs
- Attend Regional Special Education meetings and Webinars
- Complete Special Education related professional development, as required
- Present workshops in schools
- Present at conferences as necessary to remain current on Special Education topics
- Demonstrate a variety of professional development models when training others
- Schedule, organize and facilitate trainings/consortium meetings
- Conduct follow-up evaluations
- Develop and maintain project based budgets
- Prepare and submit grant applications and amendments
- Maintain program records

Travel:

- In-county travel required
- Limited in-state (out of county and out-of-state travel)

Knowledge, skills and abilities: The knowledge, skills and abilities listed below are required to allow the employee to perform the duties listed above.

Knowledge of:

- Current best practices in the area of Special Education, including but not limited to Positive Behavior Intervention, Response to Intervention, Inclusion, Differentiation of Instruction, Testing, Arizona State Standards and Arizona State requirements in the area of Special Education
- Data analysis as related to school improvement
- Professional development models
- Effective strategies to meet the training needs of adult learners
- The application of instructional technology integration into academic content

Ability to:

- Establish and maintain effective working relationships with employees, other agencies and the public
- Communicate effectively verbally and written with all consortium schools and other entities
- Work independently with minimal supervision
- Lift up to 50 lbs.
- Carry supplies, materials and equipment to training sites
- Present for long periods of time
- Operate a variety of electronic equipment
- Work on weekends – occasionally
- Provide own transportation to workshops, meetings, etc. if necessary

Education, Experience and Training:

The knowledge, skills and abilities listed above may be acquired through different types of education, training and experience.

- Masters degree in education / special education
- Current Arizona Teaching Certificate
- Experience in special education leadership
- Experience in working with adult learners

Reports to:

- Professional Development Director of the Pinal County Education Service Agency