



Leadership • Collaboration • Support

## **JOB TITLE: Staff Development Specialist - Special Education**

### **Teachers Salary Schedule**

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#### **PRIMARY FUNCTION**

Under the supervision of the Director of Special Education or designee, the Staff Development Specialist for Special Education provides one-on-one and small group support and coaching to teachers in designing and implementing high-quality, student-centered lessons. The Staff Development Specialist's primary role is to work with teachers to support best practices in using data and implementing high quality specialized instruction. In addition to working with teachers, the Staff Development Specialist will collaborate with the Program Manager of Specialized Curriculum and Educational Technology to deliver professional learning in the areas of content frameworks, specialized curriculum, collaborative teams, progress monitoring, Universal Design for Learning, and California Multi-Tiered Systems of Support (MTSS).

#### **DIRECTLY RESPONSIBLE TO**

Director of Special Education or designee.

#### **MINIMUM QUALIFICATIONS**

- Valid California credential authorizing service to students with extensive support needs.
- Extensive knowledge and work experience in the field of specialized curriculum for learners with extensive support needs.

#### **ESSENTIAL DUTIES**

- Assist special education personnel in identifying and implementing evidence-based instructional practices to improve student outcomes. Provide direct coaching and modeling when needed.
- Support teachers and other professional staff in developing evidence-based instructional strategies, curriculum modification, and adaptation for students with disabilities.
- Provide ongoing coaching, support and consultation to staff and program manager on using new and innovative methods, strategies, and materials to promote student achievement.
- Collaborate with teacher to create engaging, inclusive, student-centered learning environments.

- Observe and coach teachers to improve instructional planning, teaching practice, and the use of data, assessment, and instructional technology.
- Support and facilitate Professional Learning Communities (PLC).
- Facilitate in-person lesson design workshops.
- Collaborate with various teams (administrators, teachers, related services providers) and facilitate analysis of data provided by diagnostics, curriculum assessments, and formative assessments.
- Develop and conduct professional learning, facilitate groups, and provide coaching and consultation for school personnel and families.
- Assist programs in the design, implementation, monitoring, and evaluation of educational systems developed to support all students in academics, behavior, and social and emotional skills.
- Collaborate with the Special Education department administrators to develop policies and school structures that facilitate the improvement of content alignment, high quality instruction, and flexible, appropriate interventions and supports for students.
- Coordinate and guide mentors in their support to new teachers on Special education case management and the development of high-quality student Individual Education Programs (IEPs).

## **MARGINAL DUTIES**

- Performs other duties as assigned.

## **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)                      Walking (25%)                      Sitting (60%)

Body Movement (Frequency):

None (0)      Limited (1)      Occasional (2) Frequent (3)      Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (2)

Pushing and/or  
Pulling Loads (2)                      Reaching  
Overhead (1)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (1)