

Application Requirements

Items to be submitted in order to be considered for interview are:

- Letter of Interest
- Résumé
- Application Form
- 3-5 Letters of Reference, under one year old
- Copies/Proof of Credentials and Transcripts, unofficial copies OK

Applicants are responsible for the timely receipt of all required elements.

Late or incomplete packets may not be considered.

Application and additional information may be obtained on Edjoin.org and at our website: www.ccselpa.org.

Submit paper copies only. Faxed or electronic packets or supporting documents may not be accepted.

Submit completed packets to:

Lisa Ambrosini

Operations/Technology Coordinator

Contra Costa SELPA

2520 Stanwell Drive, Suite 270

Concord, CA 94520

Application deadline: Until Filled

Beginning in the 2019-20 school year.

Direct inquiries to: Laraine Domenico, 925.827.0949 x14 / ldomenico@ccselpa.org
OR Lisa Ambrosini, 925.827.0949 x10 / lambrosini@ccselpa.org.

Contra Costa County, California is one of nine counties in the San Francisco Bay Area. With its mild climate and quiet suburban lifestyle, it is within easy reach of San Francisco, Lake Tahoe and Yosemite.

Residents enjoy a wide range of outdoor recreational facilities such as boating, fishing and water-skiing on the Delta waterways to hiking, camping and horseback riding at Mt. Diablo State Park.



From bountiful agricultural communities to affluent suburban enclaves, perhaps more than any other county in California, Contra Costa County truly offers a diverse area in which to work and live.

Contra Costa SELPA membership includes the following sixteen LEAs in Contra Costa County: Acalanes, Antioch, Brentwood, Byron, Canyon, Contra Costa County Office of Education, John Swett, Knightsen, Lafayette, Liberty, Martinez, Moraga, Oakley, Orinda, Pittsburg and Walnut Creek.



The mission of the Contra Costa SELPA is Collaborative Planning for Student Success through participation of families, Local Education Agencies and other organizations.

*Contra Costa
Special Education Local Plan Area*

Laraine Domenico, MA
SELPA Director

PROGRAM SPECIALIST

Beginning in
2019-20 School Year

Open until filled



2520 Stanwell Drive, Suite 270
Concord, CA 94520
[T] 925.827.0949
[F] 925.825.1124
Website: www.ccselpa.org

Program Specialist

Summary Definition

Responsible to the SELPA Director, Program Specialists are appointed by the SELPA Director to provide a wide range of assistance to the Local Educational Agencies (LEAs) in Contra Costa SELPA in the implementation of laws, regulations, and policies at the state, federal and SELPA level to effectively support the implementation of services to students with special needs, assist with access to programs and services; and promote quality and compliance of programs and services.

Performance Responsibilities

- ✓ Monitors and assists with the referral, assessment, identification of special needs pupils
- ✓ Participates as a team member or as a facilitator at IEP meetings
- ✓ Supports parent and student participation in special education procedures and related opportunities
- ✓ Monitors progress and evaluates placement of pupils in Public and in Non-Public School settings
- ✓ Provides special education administrators with recommendations for the assignment of pupils to appropriate special education programs, including administrative placements
- ✓ Observes, consults, and assists resource specialists, service providers, special day class teachers, general education teachers and administrators, as requested
- ✓ Consults with professionals, community groups, parents, and agencies regarding special education laws, procedures, policies, programs and placements
- ✓ Provides professional development training for SELPA, LEA staff, parents and community groups

- ✓ Assists the SELPA Director in monitoring Local Plan implementation, legal compliance and data collection
- ✓ Strategizes solutions and provides Alternative Dispute Resolution on difficult issues
- ✓ Assists LEAs in Due Process mediation and administrative hearings
- ✓ Assist LEAs with placement and monitoring of students living in licensed children's institutions and foster homes
- ✓ Provides short-term case management for specified students in the placement process
- ✓ Links special education programs with career/transition programs and appropriate agencies
- ✓ Maintains current knowledge base of legal, policy and best practice issues
- ✓ Represents State, SELPA and LEA requirements and policies in a positive, professional manner
- ✓ Performs other activities as required or assigned by the SELPA Director or District

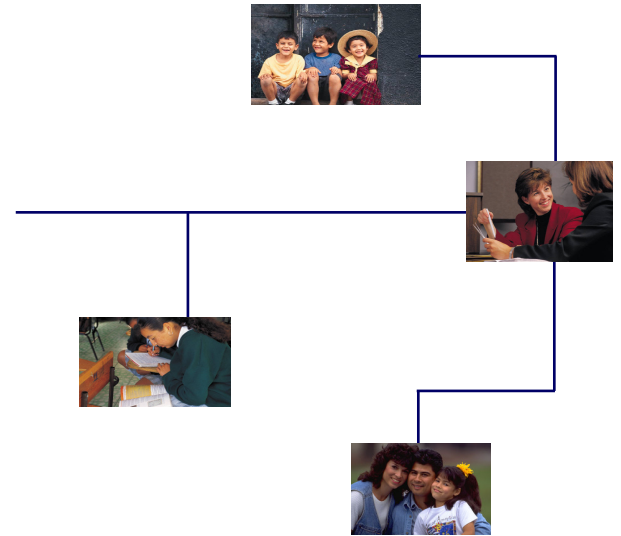
Qualifications

Required Qualifications:

1. Possession of valid California Credential in General Education, Special Education or Pupil Services authorizing services to students with special needs
2. Valid California Driver's License, Certification of Insurance, Criminal Justice Fingerprint and TB Clearances
3. Five years of successful teaching, specialized service or administration, at least three years of which are in public school to students with special needs.
4. Knowledge of current laws and regulations governing special education.
5. Knowledge and experience with several age groups of students having a variety of disabling conditions.
6. Ability to work independently, be self-regulated and self-disciplined while following general direction in an effective manner.
7. Significant experience and skill with technology.
8. Professional development experience including planning, preparing and presenting.
9. Well developed interpersonal communication skills.

Preferred Qualifications (not required):

1. Advanced training or certification in specialty field.
2. Masters and/or Administrative Credential preferred
3. Successful experience as a Program Specialist or Administrator.



Compensation

\$96,906-\$107,850 Annually

\$11,713 Annual Benefit Allowance

\$1,101 MS/MA Stipend
\$1,101 Doctorate Stipend

This is a Management/Unrepresented Contract Employee position.

Work year to be 200 days per school year.

Placement on salary scale negotiable with experience.

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