

## CERTIFICATED

---

### INSTRUCTIONAL SPECIALIST/SPECIAL EDUCATION

Primary Function: To assist the administration and staff in the administration of the special education program offered by the district.

Directly Responsible To: Director of Pupil Personnel Services

The duties of the instructional specialist/special education shall include, but not be limited to, the following:

1. Assist the director in developing and implementing staff development programs in the area of special education.
2. Assist the director in maintaining articulation, coordination, and referral relationships with other districts, community agencies, and the State Department of Education.
3. Assist the director in the process of evaluating pupils who have been referred for placement in the special education programs.
4. Assist in the overall evaluation of the special education program.
5. Assist in the preparation of reports required by the state or the district in the area of special education.
6. Performs other related duties in the area of special education as may be assigned by the Director of Pupil Personnel Services.