



## Program Specialist II – SPED Student & District Support Position Description

The NWESD values a racially and culturally inclusive staff that reflects the diversity of those we serve. We believe this strengthens our organization, stimulates creativity, promotes the exchange of ideas, and enriches staff engagement.

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<b>Department:</b>	<b>Special Programs &amp; Services</b>
<b>Report To:</b>	<b>Special Programs &amp; Services Director</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Classification:</b>	<b>Professional/Technical</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Range:</b>	<b>Schedule III, Range 9</b>

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### Summary:

Under the direction of the Special Programs & Services Director or Assistant Director, the Program Specialist II provides leadership to school districts, staff, students, and families toward the improvement of student outcomes with a primary focus on early learning and students with disabilities. This is accomplished through direct support, consultation, student and staff training, and technical assistance. The Program Specialist II is responsible for leadership of designated special projects and/or cooperative programs operated through the Special Programs & Services Department.

### Essential Functions:

Duties listed are intended to provide a summary of the major duties and responsibilities of this position. Incumbent(s) may not perform all duties listed and may be required to perform additional duties not listed, but within the general scope of the position.

- Assists districts and pre-school staff in developing inclusionary practices, evaluations for special education, and writing compliant IEPs.
- Provides consultation, technical assistance, and training to local education agencies (LEAs) in areas such as special education, early childhood education, and student supports.
- Interprets applicable laws and regulations as they apply to special education services; including the Revised Code of Washington, Washington Administrative Codes, Board policies and procedures.
- Consults and works collaboratively with district directors and program support personnel to develop comprehensive special education services, program supports, and procedures which adhere to education policies within area of assignment.
- Plans, develops, coordinates and assists in the implementation of professional development for district and school site personnel to ensure program deliverables are met; such as, but not limited to Section 504 requirements, instructional pedagogy, specialized educational programs (e.g., special education, institutional education, Title I), Multi-Tiered Systems of Support (e.g., PBIS, RTI), Student and School Success efforts, inclusionary practices, and universal design for learning.
- Reviews corrective action summaries, compliance reports, and 442 verifications. Makes program, procedural and staffing recommendations, conducts compliance verifications and prepares verification summaries for submission to the Office of Superintendent of Public Instruction.

- Attends and/or consults with district administrators in matters related to contentious IEP meetings.
- Collaborates with OSPI program supervisor/director and ESD district administrators in the development, implementation, and evaluation of assigned program.
- Collaborates across departments within NWESD for student support and instructional improvement.
- Performs fiscal management tasks including budget development and tracking/reporting of expenditures as required by funding source, in compliance with NWESD protocol.
- Compiles data and submit program summary reports as required by funding source.
- Attends/assists with the coordination of and provides input to collaborations with agency partners.
- Serves with job-alike colleagues on committees/tasks force groups to develop and implement program services aligned to targeted goals within area of assignment.

**Required knowledge, skills, and abilities:**

- Knowledge of basic and special education laws, including state and federal statutes and regulations at an expert level, and an ability to communicate such to other professionals.
- Knowledge of WA Standards Based Instruction, Multi-tiered Systems of Support, Inclusionary Practices, Universal Design for Learning theories, and behavior/functional assessments and intervention strategies.
- Knowledge of agency, state, and federal requirements and timelines.
- Knowledge of Educational Service District goals and objectives and a general understanding of the various departments/components of an ESD in Washington state.
- Knowledge of the body of education history, movements, research, instructional pedagogy, issues and future trends specific to the area of assignment.
- Knowledge of effective leadership and supervisory techniques.
- Knowledge of effective teaching strategies and techniques and demonstrated use of such.
- Knowledge of system improvement and implementation of continuous improvement efforts.
- Knowledge of hardware, software, and applications specific to the educational environment.
- Knowledge of organizational development, task management, planning and facilitation skills.
- Ability to administer and monitor personnel policies and procedures for program staff across a wide geographical area.
- Ability to effectively utilize interpersonal communication and team building skills to motivate, direct, mentor, and lead department staff members.
- Ability to identify relevant and meaningful outcomes and pursue them to completion.
- Ability to communicate effectively with NWESD personnel, District specialists and administrators, and State program office, in both oral and written format, with effective outcomes.
- Ability to organize and follow through on multiple tasks, address concerns as they arise, meet deadlines, and plan to meet future needs and goals.
- Ability to establish and maintain effective working relationships with key stakeholders, co-workers, other NWESD departments, school district staff and administrators, and OSPI staff.

**Qualifications:**

Bachelor's Degree in Education, Special Education, Educational Administration, School Psychology, or equivalent, Master's Degree preferred; and three years of school program management experience required. Teaching experience with vulnerable students or students identified with special needs, and educational experience in both rural and urban school settings preferred. Washington State Teaching or Administrative Certificate preferred. WSP/FBI criminal history background clearance required. Valid Washington State driver's license and proof of liability insurance required.

**Working Conditions/Physical Requirements:**

Work is performed primarily in an office environment; however, travel within the NWESD region will be

required for technical assistance to districts, training sessions, and overnight or extended travel may be required for attendance at workshops and conferences. Lifts and carries a maximum of 30 pounds. Sitting for extended periods of time may be required. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Hazards:** Those present in a normal office environment; no known significant hazards.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

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**To Apply, please visit:**

**<https://www.nwesd.org/job/program-specialist-early-childhood/>**