



DATE: December 15, 2021

TO: Board of Education

FROM: Mrs. Carmen Ghysels, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed Revisions to the Job Description for Program Specialist Special Education

PRESENTED BY: Joan Zappettini, Director of Human Resources

ACTION REQUESTED

Approve Proposed Revisions to the Job Description for Program Specialist Special Education

BACKGROUND INFORMATION

The position of Program Specialist Special Education is a certificated management position. California Education Code requires all certificated management employees to possess an Administrative Services Credential to evaluate any employee. The position of program Specialist Special Education does not require an Administrative Services Credential, therefore employees in this position cannot evaluate employees.

Currently, the job description for Program Specialist Special Education contains an Essential Function which states, “evaluating classified staff as directed from the Executive Director of Student Services”. Placer County Office of Education Credentialing Services has directed us to remove that essential function from the job description.

RESOURCES REQUIRED: N/A

PREPARED BY: Joan Zappettini, Director of Human Resources

Attachment: Job Description of Program Specialist Special Education with revisions.