



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: COORDINATOR OF SPECIAL SERVICES

1. QUALIFICATIONS

- A. Credential: Required – Valid Administrative Credential, Secondary Administrative or General Administrative Credential
- B. Education: Required – B.A. or B.S.
Desirable – M.A. or M.S.
- C. Experience: Required – 5 years or more experience at the secondary level within special education.
Desirable – Previous administrative experience
- D. Personal Qualifications: Character, personality, social interaction skills for working with staff, students, parents, community groups, agencies, and organizations; ability to interact effectively with a diverse student and staff population; understand and work effectively with people from different cultures.

2. GENERAL RESPONSIBILITIES

Under the direction of the Director of Educational Services, the coordinator plans, develops, and supervises the effective delivery of special education and related services. The coordinator will provide for compliance with State and Federal regulations and work within the policies and regulations of the Fremont Union High School District.

3. DUTIES AND RESPONSIBILITIES

- A. Coordinate the implementation of the educational programs of the District in accordance with the mission, value, goals and objectives.
- B. Maintain high expectations for the implementation of District and school programs for students.
- C. Use current educational research and theories of learning in the delivery of programs.

- D. Speak and write about special needs of students to the maximum extent possible without using labels and unclear acronyms.
- E. Maintain up-to-date information on the status of special education programs including changes in identification, financing, program focus, and legal or compliance issues.
- F. Coordinate with the Director of Educational Services the necessary training for all teachers in appropriate instructional strategies for mainstreaming; design and implement staff training for specialized curriculum and teaching strategies.
- G. In collaboration with the Director of Educational Services, work effectively within the Special Education Local Planning Agency (SELPA).
- H. Maintain and further develop guidelines for the conduct of Individual Educational Plan (IEP) meetings and monitor their effectiveness on behalf of the student's education and their compliance with the law, including the process for students and parents.
- I. Participate in the hiring process of special education teaching and paraprofessional staff.
- J. Supervise and evaluate itinerant staff, providing both informal and formal feedback on performance.
- K. Assist with regular monitoring of expenditures related to special education.
- L. Maintain communication with special education team members and site administrators regarding the development and implementation of program options.
- M. Provide site and classroom-based consultation in matters relating to special education and related services.
- N. Special education services arranged and supervised: psychological, speech and language therapy, behavioral, therapeutic.
- O. Oversee transition services and articulation with feeder districts.
- P. Provide for the development of handbooks, parent information materials, and necessary forms for the delivery of educational programs to students in the District, including, as needed, materials in languages other than English.
- Q. Coordinate extended school year (ESY) services and provide on-site supervision during the ESY session.
- R. Oversee recommendations for county, state, and nonpublic school placements.
- S. Prepare and submit state reports for special programs.
- T. Perform other duties as assigned.