

	Program Coordinator	<p style="text-align: center;">Certificated Position</p> <p>Initial Date: July 6, 2018 Revision Date: April 30, 2021 Schedule: Coordinator I</p> <p>Reports to Director of Special Education</p>
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GENERAL DESCRIPTION: Under the direction of the Director of Special Education, the Program Coordinator assists in the planning, development, implementation, maintenance and evaluation of special education programs and serves as primary personnel assigned on matters of due process, mediation, and compliance with state and federal regulations governing the delivery of services to students with disabilities.

REPRESENTATIVE DUTIES:

- Ensure effective articulation from infant/toddler programs to preschool, through elementary, high school and post-secondary programs for students with disabilities
- Assist parents and teachers in understanding federal and state guidelines regarding eligibility and placement in special education, interpretation of assessment data, and the establishment and achievement of instructional goals
- Screen referred students for eligibility; recommend placement and adjust class loads and geographic areas of assignments, as needed
- Oversee and ensure the appropriate placement of students into the least restrictive environments with integration, inclusion, and mainstreaming activities in consultation with site administrators special education staff, school nurses, psychologists, speech language pathologists, occupational therapists, and all other service providers
- Monitor and ensure program compliance in accordance with state and federal law; communicate, as needed, with state and federal agencies regarding compliance
- Consult with site administrators, nurses, psychologists, speech language pathologists, occupational therapists, and site-level case managers, as needed, to ensure program compliance and appropriate delivery of services
- Coordinate referrals from Regional Center and communicate with SELPA, as needed
- Coordinate transportation services for specified students
- Maintain accurate special education records and monitor the documentation of special education services provided
- Provide ongoing effective training and support to special education personnel in the development, review, revision, implementation and coordination of services in the Individualized Education Program (IEP)
- Coordinate due process and compliance reports; serve as District representative in special education mediation and due process hearings, as determined by Director
- Develop and provide professional development for teachers and other personnel in referrals, assessment, instructional planning, behavioral supports, and other matters related to compliance
- Supervise and evaluate special education personnel in all matters related to IEP compliance
- Oversee and ensure that all final IEPs on file with the District are legally defensible and fully compliant
- Coordinate and assess special education instructional programs through standards-based curriculum using on-going student achievement data analysis
- Ensure that all special education classrooms have the appropriate curriculum, assessment tools, and technology to effectively deliver instruction and monitor student learning
- Provide ongoing assistance to the special education teaching staff in planning, organizing and

coordinating site facilities, materials, and equipment

- Supervise and evaluate specified programs including resource support, special day classes, therapeutic programs, severely emotionally disturbed, post-secondary programs
- Supervise, manage, and evaluate special education staff, as assigned by Director, including certificated staff, paraprofessionals, and other support staff
- Assume the role of case manager for specific students in out-of-district placements such as non-public schools and SELPA classes, as assigned
- Participate, as required, in IEP team meetings that require District-level personnel
- Act as District liaison and admin designee for all IEPs with all non-public schools and out-of-district agencies regarding available and appropriate placement of students with exceptional needs
- Participate in the research, program development, and innovation of special education programs and services to meet the needs of identified students
- Operate a variety of office equipment, computer programs and applications; regularly drive a vehicle to conduct work, attend meetings, and visit sites
- Perform other related duties as assigned by the Director or designee

KNOWLEDGE AND ABILITIES:

- Knowledge of referral and assessments for students with exceptional needs; laws, regulations, compliance, and education code pertaining to special education; practices and procedures for developing, implementing, and evaluating special education programs and services; state curriculum standards; effective and legally defensible Individual Educational Plans (IEPs); practices and procedures for developing, implementing, and conducting professional development and staff trainings
- Ability to plan, organize, and conduct comprehensive professional development programs for teachers, administrators, paraprofessionals, specialists, and parents; organize, coordinate, and monitor all matters related to due process, mediation, and compliance; communicate effectively orally and in writing; work cooperatively with colleagues, parents, and the community; work independently with little supervision; monitor documentation of special education services provided and maintain accurate special education records in order to ensure program compliance with state and federal regulations in relation to the education of students with disabilities

EDUCATION AND EXPERIENCE:

- Valid California credential in special education or pupil services (either psychology or counseling)
- Minimum of five years' experience in a special education setting
- Valid California administrative services credential
- Successful administrative experience preferred
- Master's degree preferred

WORKING CONDITIONS:

Environmental Conditions

- Primarily indoor working environment: office, classrooms, school sites
- Emotional and physical stamina necessary to maintain a rigorous work schedule
- Ability to drive to school sites
- Ability to work a flexible work week as the position may require Saturdays and evening work
- Ability to attend professional development or conferences outside MHUSD

Physical Demands

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

Hazards

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases.
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.