

Oak Grove School District

JOB TITLE: Coordinator of Special Education

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Coordinator of Special Education is responsible to the Director of Pupil Services and assists in the administration of programs and services for exceptional children. As a member of the Management Team, the Administrator works cooperatively with and other members of the Team in the formulation, implementation and evaluation of District policies and educational programs.

TYPICAL DUTIES

Assist in the interpretation of the Special Education Local Plan regarding policies and guidelines related to special education.

Work with the Director to assure appropriate communication within the department and with other District personnel.

Assist in the development and implementation of special education programs and services.

Participate in selection, assignment, supervision and evaluation of special education personnel.

Assist in the development of the special education budget.

Represent the District at local, county, and state levels in matters related to special education.

Provide assistance in the administration and supervision of psychological services, special education programs, speech and language program, and the adapted physical education program.

Assist in the placement of special education students in schools or programs inside and outside the District, including private placement.

Perform other duties as assigned by the Director of Pupil Services.

MINIMUM QUALIFICATIONS

Possession of a valid California Special Education and Administrative credentials.

Knowledge of District policies, procedures, and practices related to special education.

MINIMUM QUALIFICATIONS (cont.)

Knowledge of federal, state, and District regulations and codes pertaining to pupil services and/or special education programs.

Knowledge of budget preparation and administration methods, practices and techniques.

Knowledge of supervisory methods, practices, and techniques.

Knowledge of proper management and recordkeeping methods and techniques.

Knowledge of program planning development and evaluation methods, practices, and techniques.

Skill to interpret, apply, and enforce federal, state, and District laws, regulations, codes, and guidelines.

Skill to analyze and interpret data and to prepare reports.

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives.

Skill to direct, coordinate, and supervise the work of others.

Skill to accurately identify problem areas or situations, define and isolate problem causes, and take appropriate action to resolve problems identified.

Skill to communicate effectively in both oral and written form.

Skill to motivate others in the common accomplishment of stated goals and objectives.

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.

