



## COORDINATOR OF SPECIAL EDUCATION

Board Revision: 10/28/20

### BRIEF DESCRIPTION OF POSITION

Under the supervision of the Director of Special Education, the Coordinator of Special Education organizes the instructional program for the moderate/severe adult transition (AT) and takes full responsibility for the specific tasks and areas of duties as assigned. Assists the Director of Special Education with the compliance oversight.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Coordinates with adult transition school staff and other District staff to research and implement effective programs for students with moderate to severe disabilities to include common prep, collaboration, professional learning communities, and the district's autism network disabilities at District and non-public schools.
- b. Participates in the design, coordination and implementation of collaborative programs that support Least Restrictive Environment for students with moderate to severe and visually impaired disabilities. Provides direct support to certificated and classified staff in the AT and attends their IEPs as the LEA Representative.
- c. Plans and supports professional development regarding instructional programs and strategies for students with moderate to severe and visually impaired disabilities. Supervises, evaluates, and assists with the training of assigned-District-level-and site special education staff within the AT programs.
- d. Identifies instructional techniques and strategies that improve the achievement of special education students in both special education and general education classes; conducts professional development activities; provides classroom support.
- e. Integrates researched-based instructional programs and strategies for students with moderate to severe and visually impaired disabilities, and assists with special education curriculum revision and development.
- f. Analyzes data and applies the analysis in assisting Educational Services and special education staff in implementing age/grade appropriate programs and services for students with moderate to severe disabilities.
- g. Trains adult transition paraprofessionals in strategies and techniques for providing support to special education students; monitors paraprofessional assignments and work schedules for compliance with IEPs and district guidelines.
- h. Serves on district, local, county and state committees as assigned.
- i. Evaluates the performance of Special Education staff and provides feedback as related to a specific job.
- j. Implements and monitors State Law Policies and Rules related to student discipline and attendance.
- k. Assists with the supervision of school activities related to the adult transition programs including but not limited to back to school night, open house, commencement ceremonies, community-based instruction outings, etc.
- l. Supports and maintains a clean, safe, healthy, and orderly educational environment that promotes positive student behavior conducive to learning.
- m. Works with staff to promote a high level of customer service.
- n. Chairs special education meetings; attends, prepares, and actively participates in all District level meetings as set by District staff.
- o. Assures compliance with Board Policies, Administrative Procedures, and legal requirements.
- p. Performs other tasks and assumes responsibilities as may be assigned by proper authority.
- q. Establishes and maintains open lines of communication by conducting conferences with parents, students and teachers concerning vital issues; offers support to parents regarding their student's IEPs as needed.

### REQUIREMENTS

- WORK YEAR:** Certificated Management Calendar  
**CREDENTIAL:** Current valid administrative credential  
**EDUCATION:** Master's degree or higher  
**EXPERIENCE:** Five years experience in special education as either a special education teacher, psychologist, program specialist, other special education service provider, and/or site administrator of special education.  
**SALARY:** Certificated Management Salary Schedule