

## **Coordinator, Special Education**

### **Purpose Statement**

The job of Coordinator, Special Education, is done for the purpose/s of facilitating and planning various Special Education Local Plan Area (SELPA) and countywide activities; coordinating assigned special education program components and related activities; and serving as a resource to member districts and others.

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Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

### **Essential Functions**

- Assists in the development of local policies and procedures across SELPAs related to the provision of special education and related services for the purpose of implementing and maintaining services that conform to state and federal law including, but not limited to, charter schools, private schools and special education.
- Assists district staff in the identification, selection, and use of instructional materials, curriculum and methodologies for the purpose of providing supporting materials for direct service delivery to students.
- Collaborates with a variety of groups and/or individuals (e.g. member districts, the SELPA, public agencies, county staff, etc.) for the purpose of determining and developing needed materials or services for staff in-service trainings and direct services to students.
- Conducts parent trainings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Coordinates staff development events (e.g. conceptualizing, negotiating vendor and presenter contracts, reserving facilities, etc.) for the purpose of connecting member districts to meaningful professional development.
- Creates and maintains a variety of manual and electronic files and/or records (e.g. observations, personnel disciplinary actions, remediation plans, MOUs, NPA contracts, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Develops training and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings to individual or groups of teachers, administrators, counselors and other school staff.
- Facilitates SELPA, district and county committee meetings (e.g. Deaf and hard of Hearing work groups, Study Teams, VI work groups, etc.) for the purpose of establishing and maintaining networks, completing special projects, coordinating services, and solving system wide problems.
- Monitors and/or approves staff budgets in accordance with MOUs for services amongst the SELPA districts, and NPA/NPS/Charter Schools for the purpose of ensuring expenses are within budget limits and/or fiscal practices are followed.

- Plans and implements staff development of evidence based strategies for the purpose of addressing instruction of individuals with exceptional needs.
- Processes, and analyzes compliance and service data from a variety of sources (e.g. CASEMIS, SEIS, CALPADS, etc.) for the purpose of reporting to the state and supporting and assisting districts in monitoring compliance with state and federal laws.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of maintaining knowledge of current laws and regulations pertaining to individuals with exceptional needs.
- Serves as liaison between member districts, the SELPA, and other public agencies for the purpose of coordinating services and ensuring timely services are provided.
- Supervises and evaluates assigned certificated and classified SELPA personnel for the purpose of monitoring performance, providing for professional growth and achieving overall service and program objectives.
- Assists in the development and implementation of Alternative Dispute Resolution (ADR) programs by analyzing needs, developing program plans, providing training and education, and monitoring and evaluating program effectiveness for the purpose of meeting the needs of clients and stakeholders.

### **Other Functions**

- Performs other related duties as assigned by the SELPA Director for the purpose of ensuring the efficient and effective functioning of the SELPA/s.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities**

##### KNOWLEDGE:

Facilitate group discussions;

Analyze situations to define issues and draw conclusions;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; stages of child development; behavior interventions, instructional practices and techniques.

##### ABILITY:

To schedule a significant number of activities, meetings, and/or events;

Gather and/or collate data;

Use basic, job-related equipment;

Flexibility is required to independently work with others in a wide variety of circumstances;

Work with data utilizing defined but different processes;

Operate equipment using defined methods;

Ability is also required to work with a significant diversity of individuals and/or groups;

Work with data of widely varied types and/or purposes;

Independent problem solving is required to analyze issues and create action plans;

Problem solving with data frequently requires independent interpretation of guidelines;

Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative

relationships; and working with frequent interruptions.

### **Working Environment**

#### **ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

#### **PHYSICAL ABILITIES:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Education and Experience**

**Experience:** At least five (5) years professional level experience in the field of special education or related field including increasing responsibility in administration within special education settings and;

**Education:** Master's degree in education, education leadership or closely related area; or

**Equivalency:** Possession of an advance degree in education or related field; at least five years (5) of professional level experience in special education or related field including increasing responsibility in administration within special education setting.

#### **Required Testing**

N/A

#### **Certificates, Licenses, Credentials**

Valid California Administrative Services Credential and one of the following:  
Valid California Education Specialist Credential (M/M or M/S); Pupil Personnel Services or Clinical/Rehabilitative or equivalent document

#### **Continuing Educ./Training**

As needed to maintain required certificates

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance  
Physical Exam, including drug screen

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 045

SLT Approval Date: October 11, 2016

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