

Title:	Coordinator of Special Education	Reports To:	Director of Special Education	
Department:	Special Education	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	215	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

Under the direction of the Director of Special Education, provides administrative support and coordination of programs and staff providing services to individuals with exceptional needs; provides support to site administrators in developing, implementing, and sustaining one unified educational program for all students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Special Education. Exercises supervision of Special Education programs and staff as assigned by the Director of Special Education.

ESSENTIAL FUNCTIONS

- Work collaboratively with site principals to monitor, support, and evaluate special education programs and staff.
- Per direction from Special Education Director, provide primary supervision and evaluation of specialized special education programs and staff.
- Provide and/or ensure staff development for special education and general education teachers to ensure that referral, assessment and identification processes are done in compliance with current law.
- Be knowledgeable of appropriate intensive, research validated instructional tools to ensure full implementation of those tools.
- Provide and/or ensure staff development, including coaching, for special education teachers to ensure full implementation of adopted research validated instructional tools.
- Be knowledgeable of all Special Education programs serving Alameda Unified students to ensure appropriate program decisions and placements.

- Receive referrals from parents and agencies requesting Special Education assessment and services.

- Meet with parents of any student entering the district with an IEP requiring intensive services/placement to determine an initial administrative placement. Monitor the 30 day timeline requirements.
- Work with North Region SELPA personnel to coordinate SELPA placement of students into AUSD programs.
- Receive and respond to parent complaints or concerns regarding Special Education programs and services. As appropriate, facilitate IEP meetings of the students involved.
- Assist in recruitment and selection of Special Education staff.
- Monitor schedules and caseloads of Special Education staff.
- Establish schedules and plan agendas for a variety of special education support meetings for site staff across the school year.
- Coordinate support for new teachers by working with BTSA and with retired teachers when BTSA support not available.
- Plan and supervise the Extended Year Program.
- Provide general assistance to the Director of Special Education.
- Related duties assigned.

QUALIFICATIONS

Education and Experience:

- Professional Clear Administrative Services Credential
- Master’s Degree from an accredited college or university
- Knowledge of Special Education law, procedures, and programs
- Knowledge and experience implementing specialized instructional tools
- Experience planning and evaluating Special Education programs/staff
- Experience as a Special Education Teacher

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	O	Lift/carry 0-10 lbs	O
Twist	O	Lift/carry 11-25 lbs	O
Squat	N	Lift/carry 26-40 lbs	N
Kneel	N	Lift/carry 41-100 lbs	N
Climb	N	Stand	O
Reach above shoulder	N	Walk	O
Grip/Grasp	O	Sit	O
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	O	Perform Repetitive Hand Motions	I
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.