

Position: Special Education Coordinator

Department: Special Education

Reports To: Chief Academic Officer

Pay Grade: Certificated Coordinator

SUMMARY

Under the direction of the Chief Academic Officer, provide leadership and support to special education personnel and programs in the delivery of teaching? learning and case management.

NATURE AND SCOPE

Provide leadership, support, and monitoring of essential aspects of the district's special education program and implementers.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assist the Chief Academic Officer in the planning and implementation of programs, setting and monitoring of goals for the department, and maintaining high standards of performance and customer service in the carrying out of department expectations and responsibilities.
- Interface with governmental agencies, regional agencies, and others related to special education services for pupils, as appropriate.
- Support the planning, organization and implementation of long and short-term projects to enhance special education programs and services to pupils.
- Support the preparation and maintenance of a variety of statistical and narrative reports, records and files for special education functions and staff to ensure reporting requirements are met for federal, state, and local agencies, including the district.
- Communicate with district administrators, and other agencies and organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assist in the development of policies and procedures to ensure effective and efficient practices within the special education departments. How about adding something like: Monitor and update special education board policies and upload to Board Docs
- As directed, represent the special education department and communicate with community groups and other interested parties regarding special education.

- Serve as a special education departmental resource for current research and trends related to special education, and respond to staff, parent, and community questions on issues related to special education.
- Coordinate development and organization of training materials, manuals, information bulletins and other materials.
- Participate in and/or serve as the administrative designee in IEP meetings.
- Provide the services of a school psychologist, education specialist, or speech and language pathologist, as appropriate.
- Participate in the selection and development and implementation of training of special education certificated and classified staff.
- Perform related duties and responsibilities as required to accomplish the objectives of the position.

ENVIRONMENT

Office and/or school environment; fast paced work, constant interruptions.

PHYSICAL ABILITIES

Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard and other office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed

REQUIRED QUALIFICATIONS

Valid teaching and/or pupil personnel services and/or special education credentials.

Knowledge of and experience with implementation and monitoring of relevant Federal and State regulations/policies

Ability to work cooperatively and effectively with people

Valid California Driver's License

Be knowledgeable regarding community agencies that routinely interface with school district personnel.

Revised: April, 2022