

## **SPECIAL EDUCATION, COORDINATOR**

### **BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direct supervision of the Administrative Director provides assistance to teachers and support personnel to close the achievement gap for students with disabilities. Monitors the implementation of special education services and assists in program development. Provides support to staff in the area of curricula, teaching, methodologies, intervention, transition, community resources and in-service training to ensure compliance with legal mandates.

### **ESSENTIAL DUTIES**

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- Support the Director in developing and sustaining programs for students with disabilities (SWDs)
- Collaborates with EL department towards improving academic supports for SPED students who are English Language Learners
- Support the integration of special and general education at the school site through collaboration with classroom teachers
- Plan and implement professional development for special and general education teachers and paraprofessionals on effective strategies, accommodations and/or modifications, and compliance task for students with disabilities
- Support the school in monitoring and ensuring special education compliance
- Support and monitor supplemental special education activities
- Support parent outreach, trainings, and conduct tours of BCCHS
- Collaborate with staff, students, and families to implement effective positive behavior strategies
- Facilitates middle school outreach and transition for incoming 9<sup>th</sup> grade students
- Liaison with Department of Rehabilitation (DoR) to support graduating students in accessing these services
- Liaison with the college and career center to support SPED students in transitioning to post-high school goals and activities
- Coordinates with the testing administrator to ensure SPED students receives IEP entitled accommodations and supports on state and schoolwide assessments
- Assist the Director in monitoring and supporting paraprofessionals
- Serve as administrator designee at IEP meetings
- Liaison for students placed in LAUSD or other charter school as a fee for service, NPS and/or RTC
- Mentor and support interns and new teachers regarding Special Education compliance and instructional expectations

- Assists the SPED Director in preparing for the District Validation Review (DVR) and LAUSD charter oversight visit
- Supports the Director in managing LAUSD SELPA duties and tasks
- Other duties as assigned

## **REQUIREMENTS**

### **Knowledge of:**

- Extensive knowledge Special Education policies, procedures, and laws.
- Well-versed in all special education required reports and compliance requirements.
- Basic operations, services, and activities of special education programs.
- IEP planning process and continuum of program options.
- Instructional methodologies and strategies used to teach students with special education needs.
- Principles of behavioral management and curriculum development appropriate for special education students.
- Principles and procedures of program assessment and evaluation.
- Team building techniques and project development.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Recent developments, current literature, and sources of information related to special education services, planning, and administration.

### **Ability to:**

- Provide in-services for staff in order to facilitate implementation of instructional methodologies, curriculum materials, and current trends within special education.
- Write an appropriate behavioral and instructional program for special education students.
- Correlate diagnosed learning disabilities into written, measurable, and accountable objectives and provide the appropriate curriculum to meet student needs.
- Design and analyze needs assessment data and implement in-service accordingly.
- Utilize a multi-disciplinary assessment to implement an appropriate special education program.
- Make judgments regarding appropriate placements within a continuum program.
- Assess and evaluate program effectiveness and analyze for compliance.
- Understand and interpret pertinent State Education and Administrative codes, policies, and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including the general public.

## **ENTRANCE QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Three years of credentialed special educational experience at the high school level.

### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in special education.

### **License or Certificate**

Possession and maintenance of an appropriate, valid special education teaching credential or equivalent certificated school experience in Special Education.