

## COORDINATOR, SPECIAL EDUCATION PROGRAMS

### Basic function

Provide administrative leadership in the management, operation and coordination of specific Santa Barbara County Education Office Special Education staff and programs at multiple sites, as established by Federal and State regulations.

### Supervision

Directly responsible to the Associate Superintendent, Special Education.

### Representative duties

- Administer and coordinate specific Special Education programs, such as the Infant Program, Speech and Language Specialists, Preschool Program, Special Day Class Teachers, etc., as assigned by the Associate Superintendent, Special Education and as established by State and Federal regulations.
- Provide direct supervision, coordination, and evaluation of specific Special Education certificated and classified staff as assigned by the Associate Superintendent, Special Education.
- Serve as a member of the Support Team to assist in the coordination of Special Education services.
- Prepare and submit necessary personnel and fiscal paperwork, including requisitions, contract information, out-of-county travel requests, travel claims, purchase orders, etc.
- Coordinate the selection and procurement of facilities, instructional materials and equipment.
- Coordinate the implementation of program evaluations (i.e., the Coordinated Compliance Review, etc.) as required by State or Federal mandate. Participate in litigation decisions and the fair hearing process when appropriate.
- Collaborate with other Special Education management staff in carrying out administrative duties, such as preparation of lease agreements, completion of State and Federal reports, budget preparation, and organization of Special Education staff to work on selected projects.
- Provide instructional leadership to certificated and classified staff, including recommending relevant in-service/staff development activities for specific Special Education staff.
- Direct and maintain the educational programs as adapted to the needs of students served.
- Review and supervise the alignment and articulation of core curriculum between districts and County Special Education programs, including a planned curriculum for students with severe disabilities.
- Serve as an administrator for Individualized Education Program (IEP) meetings, and coordinate the IEP process.
- Participate in the selection of new staff and placement of Special Education certificated and classified personnel.
- Serve as representative/designee of the Associate Superintendent, Special Education, at meetings with community agencies to coordinate delivery of Special Education services to children with exceptional needs.

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- Coordinate activities of Special Education Support Services (SESS) with school districts in the County, and serve as administrator on Coordinating Committee Task Force(s); respond to school district needs regarding Special Education Support Services and county-operated programs.
- Assist in coordinating the integration of students into regular education programs.
- May teach classes, as appropriate.
- Perform other related duties as assigned.

### **Qualifications**

Possession of a valid California credential authorizing supervision of Special Education programs; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position.

### **Licenses and certificates**

Possession of a valid California Driver's License if required by the duties of the assignment.