TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Special Education Coordinator **CLASSIFICATION: Certificated Management**
DEPARTMENT: Special Education– Central Office

Primary Function: To assist in implementing the department's operations and administration. Directly supervises and evaluates special education and related services staff as assigned. Employees in this classification receive limited and general supervision. Primary contact for agencies cooperatively serving special education students and their families (e.g. Head start, North Bay Regional Center). Directs and leads the implementation of the special education preschool program. Coordinates instructional assistant staffing with Human Resources. Coordinates the staff development activities for special education staff. Plans, coordinates, and provides oversight for Extended School Year (ESY) for eligible special education students.

Directly Responsible To: Director of Special Education

Assigned Responsibilities:

- Assists the Director of Special Education in fulfilling the curriculum, staffing and supervision needs of the department.
- Directs and leads the special education preschool program and extended school year.
- Facilitates and chairs difficult/complicated IEP meetings, and assists staff with overall coordination and management of the case.
- Acts as a liaison with parent/student complaints and requests for extensive services.
- Communicates all potential litigious issues to the Director of Special Education.
- Ensures compliance of State and Federal mandates.
- Directly supervises and evaluates assigned special education staff.
- Coordinates the recruitment and assignment of instructional assistant staff.
- Coordinates, develops, and/or provides training for certificated and classified staff
- Attends SELPA Special Education Council Plus (SEC+) and related task force meetings as required.
- Performs related duties as assigned.

Additional Job Functions:

- Participates on District and SELPA committees to address a variety of needs such as curriculum development, exit criteria, programs and services, vocational resources, procedures, and other special education related issues.
- Maintains data needed by the Special Education Department for planning, coordinating, implementing and monitoring programs and procedures in the District and SELPA.
- Management of assigned budgets.

Education and Experience:

- Must possess a valid California teaching credential or Pupil Personnel Services Credential and an administrative credential
- Master's degree desirable
- Minimum of 5 years' experience in education preferred, including at least two years in public school administration or special education administration
- Experience in supervising and evaluating special education staff desired.