



Romoland School District

JOB DESCRIPTION

COORDINATOR of SPECIAL EDUCATION

SUMMARY

Under the direction and supervision of the Director of Pupil Services, the Coordinator of Special Education will provide consultative, support and advisory services to teachers, parents, administrators, and staff in the development, implementation, and coordination of special education programs and services for students with exceptional needs district-wide; oversee the development and implementation of prevention/intervention programs for students with and without disabilities; coordinate Section 504 district-wide; provide direct supervision to staff and oversight of all intensive specialized classroom programs for students with moderate to severe needs. The coordinator will be knowledgeable in instructional strategies, curricular modifications, positive behavior supports and interventions, and special education procedures and law (including eligibility criteria and the identification, placement, and review processes); among other duties as assigned.

REPRESENTATIVE DUTIES

- Provides consultant services to administrators, specialists, related service providers, teachers, parents, and other personnel as assigned in matters related to Special Education programs and services
- Administratively oversees intensive special education classroom programming for students with moderate to severe needs to include direct supervision of specialized classroom staff, student discipline/child welfare and attendance needs, specialized program intake/transfer/safety, and other duties as assigned
- Serves as liaison between the SELPA and other agencies providing services to students with disabilities including, but not limited to, nonpublic schools, Department of Rehabilitation, County Office of Education, Regional Center and Department of Mental Health
- Serves as Administrative Designee at assigned IEP meetings
- Provides oversight and training to District personnel to ensure students with Section 504 plans are supported
- Provides guidance to special education teachers, resource specialists, and other staff in the development of individualized educational programs (IEP's)
- Preparation for and participation in Mediation, Due Process Hearings, and compliance investigations as well as District self-reviews of compliance
- Provides guidance and supervision in special education student disciplinary procedures, including Manifestation Determination reviews
- Monitors assignment and caseloads of special education staff

REPRESENTATIVE DUTIES, continued

- Determination of student placements in district and county school programs, non-public schools, private schools, and state schools
- Monitors the IEP process at school sites in accordance with federal and state regulations and procedures
- Assists parents in participating in the special education process including, but not limited to the identification of individuals with exceptional needs, Individualized Education Program (IEP) development and resolution of disputes
- Attends staff meetings, intra-district activities and workshops, conferences, and classes that increase professional knowledge of changes and enhancements to special education programs
- Provides staff development activities to support special education programs and intervention strategies
- Maintains the confidentiality of information used in personnel issues and/or District functions
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations
- Makes recommendations in cases of exemption, non-promotion, acceleration, class assignment change and other cases upon request
- May assist referred pupils to develop appropriate interpersonal relations and academic skills. Provides direct guidance and assistance to children with learning, behavioral, and adjustment problems
- Ensures child find obligations are met through advisement and recommendations of assessments for students suspected of having disabilities
- Supervises special education staff, as assigned

Additional Responsibilities

- Assists in development of systematic procedures for screening, referral, team assessment, program planning, placement, and follow-up for regular and special education students
- Consults with administrators, parents, and teachers regarding students referred for special education and Section 504 services. This may include conferences, meetings, observations, assessments through formal or informal measures including specific recommendations to remediate concerns
- Provides follow-up consultation for students referred who are placed in special education classes and for those that are not placed, but are in need of additional education, emotional and/or social educational assistance
- Assists teachers in the development of effective individual educational plans for students and 504 plans

Additional Responsibilities, continued

- Serves as a member of the District crisis team
- Oversees district mental health programming and crisis counseling for students, parents, and teachers followed by referral to appropriate agencies as warranted
- Attends in-service meetings to keep abreast of new special education practices including assessment tools, curriculum, techniques, consultation, and latest research in effectively working with students
- Provides and coordinates in-service and/or consultation for teachers, parents, aides, and clerical staff of a variety of topics such as student development, student management, communication skills, environmental engineering, identification of students with special needs and teaching strategies
- Oversee and provide direct supervision of staff in specialized ESY programming, along with recommendations for the programming as well as student entry requirements

MINIMUM QUALIFICATIONS

Knowledge of

- Principles and techniques of effective special education programs/services and implementing Individualized Education Program (IEPs)
- Effective and grade level appropriate teaching strategies, curricular programs and materials
- Special education community and available resources
- Principles of staff supervision and training and development
- State and federal laws pertaining to special education
- School district operations and procedures
- District procedures for evaluating and placing students in special education programs
- Development, implementation and monitoring of Section 504
- Suspension/Expulsion process for Section 504 and special education students

Ability to

- Exercise good judgment and tact
- Speak and write effectively using correct English usage, grammar, spelling, punctuation, and vocabulary
- Work with all segments of the educational community and general public
- Assemble and analyze data, and make appropriate recommendations for action
- Establish relationships and work effectively with diverse groups and individuals in a manner that achieves district goals
- Manage time, set priorities, and organize work
- Work independently with limited supervision
- Provide special education in-service training, support, and/or activities for staff

and parents/guardians as needed

EMPLOYMENT STANDARDS

Education and Experience

- Appropriate credential authorizing services in the area of Special Education and/or Pupil Services
- Prior experience in providing services to students with disabilities and working with IEP team members, including parents
- Detailed knowledge of a wide range of disabilities and their impact on educational performance
- Knowledge of recent developments in special education (i.e. autism, collaboration, use of technology, curriculum and instructional practices for students with severe disabilities, discipline procedures, evidence based practices, positive behavior interventions and supports.)

Licenses/Certificates

- Valid California Special Education Credential, California Clinical Services Credential, or California Pupil Personnel Services Credential
- California Administrative Services Credential is required
- Valid California Driver's License and proof of automobile insurance is required
- Ability to travel to various districts within Riverside County as well as neighboring counties and/or other state/agency locations as needed is required

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to work at a desk, conference table, or in meetings of various configurations
- Ability to walk for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

WORK YEAR:

210 Days