



Job Description

POSITION TITLE: Coordinator IV, Educational Specialist #6233
Special Education Local Plan Area (SELPA)/Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Special Education/SELPA and Director of Continuous Improvement and Support; the Educational Specialist works with personnel across general education and special education in districts and the County Office of Education in developing and coordinating regional, local and technical assistance opportunities that focus on evidence-based practices. Must have an in-depth knowledge of disabilities and the interpersonal skills to work with personnel in the districts and the County Office of Education. Ability to align systems and coordinate/lead meetings across disciplinary teams. Assist districts/schools to become better users of data to more efficiently target evidence-based intervention programs and improvement strategies; assist districts/school to develop their district/school leadership teams to support high priority schools.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree and a credential in one of the various areas: Educational Specialist (Mild/Moderate or Moderate/Severe), Speech Language Pathology (SLP), or Pupil Personnel Services (PPS) in one of the authorized areas: School Social Work, School Counseling, or School Psychologist.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of special education experience. Administrative Credential preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- special education laws, codes, and regulations

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- coordinate general education and special education initiatives
- be flexible based on program needs
- oversee and manage budgets
- create and follow policies and procedures
- remain current on research-based, effective instructional practices
- develop intervention tools that support evidence-based instructional practices proven effective in multiple schools and districts
- develop, organize, support and deliver professional learning strategies and services for districts in need of technical assistance

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
- skills in behavior management, inclusionary practices, general education, curriculum, current trends, inter-agency relationships, and effective methods of program coordination

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Coordinate training and technical assistance opportunities that focuses districts on strategies to support under-performing schools by using evidence-based instructional practices, supported by an effective instructional leader, in a strong, collegial school culture.
14. Provide coordination, consultation, and program development in assigned areas.
15. Observe, consult, and assist special education teachers in planning and implementing individual education programs for children with disabilities.
16. Participate in reviewing the effectiveness of programs for individuals with exceptional needs.
17. Assist with development of innovative methods and approaches.
18. Manage the collection of data that focuses districts/schools on district-wide strategies in implementing research-based instructional practices.
19. Provide training, coaching, monitoring, and ongoing support to assigned districts/schools.
20. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.