COORDINATOR OF SPECIAL EDUCATION SERVICES

Purpose Statement

The Coordinator of Special Education Services will assist the Executive Director of Student Services in executing all adopted Board of Education policies relating to the operations and administration of special education programs.

Essential Functions

- Coordinates all Special Education and Support Programs within policies of the Board of Education and in accordance with State and Federal statutes and regulations.
- Coordinates Special Education Programs for preschool through age 22 including student assessment, placement, evaluation, and fair hearing processes.
- Directs, organizes, coordinates and supervises programs for identified students whose needs cannot be met within the regular academic program.
- Prepares and submits reports and presentations as required by the Superintendent Chief Learning Officer, and interprets as needed to the Board and the community, the requests of the District's Special Education and support services.
- Assures accurate and timely Special Education and support personnel management and related staffing and budget practices in conjunction with school site managers and staff.
- Assists in the planning, organization, and implementation of staff development programs in the areas related to Special Education and pupil personnel programs.
- Provides support and liaison in Special Education and support personnel services matters, including technical advice and assistance with building principals and management staff.
- Provides administrative leadership for and meets the legal requirements of the Individual Education Plan (IEP) process.
- Monitors the written documentation of Special Education placements as required by law and ensures that proper procedures are being followed by all school IEP teams.
- Explains the Right to Due Process to parents and ensures that Due Process Proceedings will be instituted when appropriate.
- Provides in-service and meets regularly with the Special Education and support personnel staff.
- Recommends, selects, trains, supervises and evaluates staff relative to program objectives and observes and documents performance.
- Evaluates support personnel (psychologists, nurses, speech therapists, etc.) who service multiple sites.
- Supports and assists principals in the evaluation of on-site personnel in programs under management.
- Serves as District representative on the Special Education Administrators Council (SEAC) with the Special Education Local Plan Area (SELPA) and other selected SELPA committees.
- Coordinates and implements department personnel evaluations and dismissal actions.

- Maintains liaison with local, state and national agencies relative to programs under management.
- Supervises the development and revision of special education and support services procedure manuals.
- Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.
- Presents information on programs, services, regulations, etc. for the purpose of serving as a resource to other school personnel, the Board, and other districts.
- Evaluates special education programs to ensure that objectives for student education are met.
- Interprets laws, rules, and regulations to students, parents, and staff.
- Develops and administers budget(s) related to area(s) of responsibility; anticipates revenue and expenditure needs and changes.
- Prepares reports for federal, state, and local regulatory agencies.
- Coordinates and supervises out-of-district special education student placements such as non-public school placements and placements in Placer County Office of Education programs.
- Establishes and maintains clear communications and cooperative working relationships with supervisor, clients, staff and other departments through announcements, letters, telephone communications, attendance at meetings and site visits.

Other Functions

- During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
- Performs all other duties as assigned by the Superintendent Chief Learning Officer or his/her designee.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
Leadership skill in facilitating group processes, including consensus building and conflict resolution.

Knowledge of:

Special Education curriculum and regulations.
Support Personnel Services regulations.
Coordinated Compliance Review/Quality Assurance Process.
Principles of Management.
District policy and procedure.
State and Federal regulations.
Budget Preparation and control.
District goals, objectives and policies.
Interpersonal skills such as counseling, coaching, and mediation.
Oral and written communications.

Operation of personal computers and related software.
Time Management.
Policies and objectives of assigned programs.
504 Federal Compliance Issues.

Ability to:

Prepare and present clear and concise reports.
Facilitate a variety of meetings.
Plan, organize and administer programs.
Train, supervise and evaluate staff performance.
Prioritize and schedule work.
Prepare and monitor a budget.
Explain and enforce policies and regulations.
Establish and maintain effective relationships with others.
Operate a personal computer and related software.

Responsibility

Responsibilities include: working under minimal supervision following standardized practices and/or methods; leading, guiding, reviewing, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience: Five years of advanced training, and successful experience in educating students with special needs, supervision of personnel, and IEP/compliance analysis, experience in staff supervision.

Education: Master's degree (MA) in related field.
Administrative Services Credential

Required Testing

None Specified

Certificates & Licenses

Valid CA driver's license
Valid CA credential in Special Education
Valid CA administrative credential

Continuing Education/Training

Continuing Education units as appropriate

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

Salary: By Contract

Work Year [220 Days] Range 8