

MANAGEMENT JOB DESCRIPTION

COORDINATOR OF SPECIAL EDUCATION AND PUPIL SERVICES, INSTRUCTION AND SUPPORT

JOB SUMMARY:

Under the supervision of the Director of Special Education and Pupil Services, and the Assistant Superintendent of Student Service, and in collaboration with District administrators, coordinates special education programs and services for the Chula Vista Elementary School District student population. The Coordinator is responsible for administrative and parent support, student placements, case management, professional development, commitment to teamwork, and day-to-day compliance with federal and state law pertaining to special education.

ESSENTIAL JOB FUNCTIONS:

- Consults with, and assists administrators, nurses, psychologists, and resource specialists.
- Plans programs, coordinates curricular resources, and assists in evaluating the effectiveness of programs.
- Assists in planning, implementing and participating in staff development, program development, innovation of special education methods, and approaches of staff development activities at school and District levels.
- Participates as the administrative designee and facilitates Individualized Education Program (IEP) team meetings as appropriate.
- Assists special education personnel in implementing and coordinating the services in the IEP.
- Evaluate classified and certificated staff, as appropriate.
- Directs the work of special education staff, as appropriate.
- Responsible for monitoring curriculum, materials, and methodology in his/her area of expertise.
- Serves as a resource in the identification, selection, and use of instructional materials.
- Attends meetings, conferences, and professional development training.
- Develops and provides quality professional development activities for District staff related to curriculum, special education laws, assessment, instructional methodology, and specific disabilities.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Application Credentials (one of the following):

- Education Specialist – Mild/Moderate, and/or Moderate/Severe, or equivalent
- Pupil Services-School Psychology
- Clinical Rehabilitative Services-Language, Speech, and Hearing or equivalent
- Administrative Service Credential Required (or enrolled in an accredited program)

Minimum Qualifications:

- Knowledge of Special Education federal and state laws and regulations.
- Knowledge of California State Standards.
- Experience in the field of special education. ~~including mental retardation and autism.~~
- Strong instructional background with experience in staff development and literacy training.
- Knowledge of developmentally appropriate curricular and instructional needs of young children.
- Successful experience in working with parents of special needs students.

Education:

- Bachelor's Degree.
- Master's Degree.

Personal Qualities:

- Appearance, grooming, and personality that establishes a desirable example for students.

Management Salary Schedule: Range I
BOARD APPROVED: 9/18/07
REVISION DATES: 1/17/24