

Administration

COORDINATOR, SPECIAL EDUCATION

Description of Position

Under the direction of the Executive Director, Educational Services, the Coordinator, Special Education, will coordinate the management of all special education assessments, programs, and services in the district. Additionally, the Coordinator, Special Education, will work with the Educational Services team to support a districtwide Multi-tiered System of Support for all students that includes academic, behavioral, and social emotional learning.

Examples of Professional Duties and Responsibilities

Communication

- Communicate effectively to bring all stakeholders together in pursuit of the district's commonly shared vision.
- Communicate regularly with all members of the district's administrative team, school sites, parents, and local community regarding special education and related services.
- Foster collegiality and team building among staff members. Encourage stakeholder involvement in the decision making process.

Special Education

- Review and update, as needed, policies and procedural guidelines for special education.
- Monitor and conduct site pre-planning and IEP meetings for school teams in accordance with federal and state regulations and procedures.
- Monitor Individual Education Plans for compliance.
- Respond to parent concerns and questions about special education programs or related issues.
- Provide consultation and guidance to the Educational Leadership Team in the interpretation and compliance of special education laws and procedures.
- Consult with the Educational Leadership Team on a regular basis regarding topics such as caseloads, IEPs, student needs, parent requests, and professional development needs.
- Plan and provide professional development and coaching, as needed, for teachers and special education staff on inclusive strategies for at-risk students and students with exceptional needs.
- Support implementation of the district's Multi-tiered System of Support plan.
- Coordinate and support the Student Study Team process.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, strategies, methodologies, and assistive technology to support special education students.
- Coordinate special education program procedures for mental health services.
- Support teachers and special education staff with the implementation of Behavior Support Plans.
- Conduct regular department meetings with Psychologists, Speech & Language Pathologists, and Education Specialists.
- Monitor student progress in all non-public school/non-public agency placements.
- Coordinate and supervise all appropriate Child Find responsibilities.
- Plan, coordinate, and oversee all Extended School Year activities.

Other

- Keep informed on new laws as well as the latest laws, research, trends, and developments in all areas of special education and related services. Interpret for staff, as necessary.

COORDINATOR, SPECIAL EDUCATION (continued)

- Serve as an active member of the Educational Leadership Team.
- Attend professional meetings both inside and outside the district.
- Respond to change productively and handle other tasks as assigned.

Supervision Exercised or Received

The Coordinator, Special Education, is directly responsible to the Executive Director, Educational Services, within the guidelines of the District Evaluation Policy. The Coordinator, Special Education, supervises and evaluates support personnel as identified by the Executive Director, Educational Services.

Qualifications

1. Credentials: Must possess one of the following Special Education-related credentials: Special Education Instruction Credential, Speech-Language Pathology Services Credential, or Pupil Personnel Services Credential and Administrative Services Credential
2. Education: Master's Degree from an accredited college or university.
3. Experience: Successful school and/or district-level experience.
4. Personal: Possess mental and physical health and hygiene conducive to the high standards of the district.
5. Knowledge of: Special education law, special education program development and implementation, staff development, curriculum and instructional strategies appropriate for students with special needs, special education law, Multi-tiered Systems of Support, Individual Education Plans, and Behavior Intervention Plans.
6. Ability to: Envision, lead, plan, organize, involve others, and manage.
7. Other: Valid California Driver's License and reliable transportation.

Period of Service: 205 workdays annually

Salary: Placement on the Management Salary Schedule

Approved: August 20, 2020

Revised: July 10, 2025