

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: COORDINATOR OF SPECIAL PROGRAMS

Classification:	Certificated Management	Work Year:	225 days
Department:	Educational Services	Board Approval:	9/17/15
Reports To:	Director of Special Education		
Salary Range:	Management Salary Schedule C25		

BASIC FUNCTION:

Under the direction of the Director of Special Education, develops, coordinates and assists in supervising special programs for preschool and special education students; assists in the development and implementation of district policies and budgets relating to the district program responsibilities; provides leadership in articulating and coordinating programs through the various district organizational levels; assists site level administrators and/or the Director of Special Education in the evaluation of certificated and classified personnel within special education and special programs.

REPRESENTATIVE DUTIES:

- Assists in the implementation of special programs at school sites, observations in special education classrooms, evaluations of education plans, and confers with principals, special education teachers and support staff.
- Assists in the screening, employment, and evaluation of credentialed and classified special programs personnel.
- Assists in the formulation of district policy and procedures for special education/ special programs necessitated by state and federal laws and Title V guidelines as they relate to individuals with exceptional needs. Orients general and special education program staff regarding these policies and procedures.
- Submits reports and recommendations to the administration on policy, curriculum, and legally required data, as requested by the Director of Special Education. Assists in maintaining compliance of district special programs with state and federal laws.
- Assists the Director of Special Education in planning budget requirements for special education/ special programs and the approval of appropriate expenditures.
- Assists in the ongoing development and evaluation of the special curriculum and ensures access to core curriculum materials for special program teachers at each school site. Coordinates curricular resources and makes them available to staff.
- Oversees the Extended School Year and/or summer programs
- Assists parents in participating in the special education/ special programs process including but not limited to identification of child's needs, IEP development and resolution of disputes.
- Participates as a member of the Individualized Education Program (IEP) team in the identification of individuals with exceptional needs, as appropriate.
- Assists special education personnel in developing instructional objectives and techniques for implementing IEP's for individuals with exceptional needs.
- Develops, implements, and evaluates in-service training programs for certificated and classified staff, both general and special education.
- Assists in the articulation of special education/ special programs among infant/preschool programs, elementary schools, middle schools, and high schools.
- Assists in the delivery of support services to individuals with exceptional needs.
- Under the guidance of the Director of Special Education, serves as the administrative designee at IEP meetings as necessary.
- Assists the Director of Special Education with the implementation of student placements, including programs operated by the county office of education, non-public school placements, and state schools.
- Assists in monitoring special education/ special program caseloads and class sizes.
- Works with the transportation department relative to the coordination of transporting special education/ special program students to appropriate programs.
- Plans and coordinates observations for visitors to Special Programs.
- Assists as liaison to district office, district leadership team, community agencies, state and county schools and services, California Department of Education/Special Education Division and parent and professional groups in interpretation of district special programs.
- Participates in due process hearings, complaint and compliance investigations and district self-review of compliance.

- Monitors the special education services of identified students who are included in the general education classroom, and consults with assigned case managers.
- Makes presentations to professional organizations and groups as requested.
- Assists in the development of low incidence requests.
- Performs other duties as assigned.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid California Administrators Credential.
- Valid California Teaching Credential or Pupil Personnel Services (PPS) Credential authorizing specialized services (Special Education, Pupil Personnel Services or equivalent).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special education law, SELPA Local Plan, and Title V regulations.
- Special education eligibility criteria, assessment, and prescriptive techniques, matching learning needs to learning modalities;
- Basic Needs of students with exceptional needs.
- Regular education curriculum and programs.
- Special education curriculum, specialized equipment, and other available resources.
- Interpersonal communication skills and organization skills.
- Conflict resolution, mediation strategies.

ABILITY TO:

- Provide in-service training activities for professionals and parents.
- Exercise tact, patience, courtesy, and good judgment in dealing with students, parents and staff.
- Maintain security and confidentiality of specified records and information.
- Establish and Maintain accurate records and files.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

- Five (5) years of teaching experience in the area of Special Education preferred (Special Education teacher, Specialist, Psychologist or similar).
- Three (3) to five (5) years increasingly responsible management experience preferred;
- A Master's degree in education or public administration or related field from an accredited university or college is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.

PHYSICAL ABILITIES:

- Light physical effort.
- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.