

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Coordinator I, Special Education Legal Analyst

### QUALIFICATIONS

EDUCATION: B.A. or B.S. required, M.A. or M.S. desired.

EXPERIENCE: Three years increasingly responsible experience working in a school district or a law firm that provides legal services to school districts related to special education students and their families.

### PERSONAL QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Executive Director, Special Services, the Coordinator I, Legal Analyst leads in the planning, organization, management, direction, and implementation of all aspects of legal compliance for the Special Services Department. The Coordinator I, Legal Analyst evaluates assigned personnel and performs all related work and duties otherwise assigned as required.

### DUTIES AND RESPONSIBILITIES

As assessed by the Executive Director, Special Services, the outcomes of the Coordinator I, Legal Analyst job performance will be as follows:

1. Assists with representing the District in legal proceedings related to special education including special education resolution sessions, mediations, due process hearings, and compliance investigations.
2. Monitors all applicable special education timelines including identification, assessment, and placement of students.
3. Acts as liaison with the Office for Civil Rights and the California Department of Education (CDE) to collect all data necessary in compliance investigations for special education students.
4. Interprets applicable laws, codes, policies, and regulations as they apply to special education, students, and processes.
5. Leads Alternative Dispute Resolution (ADR) efforts for the District, including leading parents and staff training.
6. Monitors compliance trends to identify areas of improvement and communicates with site and district administrators regarding areas of need.
7. Conducts or arranges trainings for all staff on writing legally compliant IEPs and related documents.

8. Leads the District in all CDE compliance requirements as they relate to special education. This may include leading and monitoring any actions outlined in the Annual Determination Letter, responding to CDE complaints promptly, and assisting with SELPA required actions.
9. Communicates and collaborates with administrators, district personnel, outside legal counsel, investigators, and state agency personnel to coordinate activities of the department, resolve issues and conflicts, and exchange information.
10. Assists and acts as the liaison between outside legal counsel and the District for the efficient delivery of legal services.
11. Coordinates and facilitates the development of cooperative efforts between schools and other community agencies in providing services to students.
12. Attends and facilitates IEPs for students when requested by parents or school site teams.
13. Supervises and evaluates assigned staff.
14. Serves as a leader and general resource to programs in the areas of student discipline, IEP development, alternative programs, program implementation, and special education laws and compliance.
15. Establishes significant annual goals, objectives, and indicators of attainment.
16. Gathers appropriate data in support of the status of annual goals, objectives, and indicators of job attainment elements.
17. Researches, compiles, and analyzes data for district, state, and federal reports.
18. Communicates effectively with district and site staff to resolve issues and exchange information.
19. Exercises excellent mediation, analytical, problem-solving, and organizational skills with attention to detail.
20. Demonstrates a commitment to diversity and inclusivity and the ability to work with a wide range of constituencies with diplomacy and tact.
21. Models district standards of ethics and professionalism.
22. Performs such tasks and assumes such responsibilities as may be assigned by the supervisor.