



Job Description

POSITION TITLE:	Coordinator IV, Data, Compliance and Program Services Special Education Student Programs and Services	#6269
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the general direction of the Special Education Director, the Special Education Data, Compliance, and Program Services Coordinator provides leadership and oversight for data management, compliance, and program support within the Special Education Department. This position is responsible for managing CALPADS requirements, special education data systems, student information systems, a statewide assessment systems. The Coordinator develops and implements department-wide processes and procedures to ensure data accuracy, regulatory compliance, and program efficiency. The Coordinator will also analyze data and collaborate with administrators to make recommendations on improvement activities and provide expertise and guidance regarding current California laws on student data and federal requirements. This position will lead discussions on data and compliance with administrators and staff, ensuring alignment of practices with state and federal mandates. The Coordinator provides leadership and supervision to a variety of support staff, which may include but not limited to administrative assistants, HR technicians, maintenance staff, and nutrition services personnel. The Coordinator is responsible for supervising, training, evaluating, and managing workflow for these staff to ensure department goals and timelines are met. Utilizing independent judgment, the Coordinator serves as a key resource to the Director and leadership team, fostering collaboration across sites and programs while ensuring compliance with all regulations.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts/Science degree. Comparable combination of experience, education, and training in information technology or related fields may be considered. Experience in maintaining individual-level data including student demographics, special education data, and/or other data for state and federal reporting.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a master's degree in a related field, with at least three years of experience in functional or systems requirements, technical, or client services roles. Experience with student information systems used in California educational agencies. Prior experience in a school district or county office of education utilizing special education data systems, statewide assessment systems, and areas such as assistive technology, operations, human resources, or nutrition programs. Proven ability to organize, analyze, and solve complex problems; proficient in technology tools for data management and reporting; experienced in supervising, training, and evaluating staff; and skilled in collaborating effectively and leading projects and programs.

CREDENTIALS AND/OR KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- productivity tools and software, including word processing, spreadsheets, presentations, email, and collaboration platforms, to efficiently manage projects, communications, and data
- student information systems and special education data management systems used by California educational agencies
- State and federal regulations related to education, special education, nutrition services, and student data privacy

- policies, procedures, and compliance standards for educational administration and program evaluation

Ability to:

- operate a computer
- manage support staff workloads
- lead, supervise, and evaluate staff
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out the policies and procedures
- be flexible based on program needs
- manage data for special education data systems and student information systems
- create and maintain Memoranda of Understanding (MOUs) and other inter-agency agreements to support educational programs and services

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Check and verify student data for accuracy and completion.
14. Maintain up to date knowledge of special education data system & Student Information system requirements for the purpose of maximizing service.
15. Coordinate the planning, implementation, and maintenance of computerized student information, including State Mandated Tests in the statewide assessment system (TOMS), student information system (Synergy), special education data system (SEIS), CALPADS, and other assigned systems at all school sites; and provide related technical assistance to staff.
16. Liaison to local educational agencies, such as the districts served by the Special Education Department, California Department of Education, as well as other outside agencies and associations.
17. Ability to develop, implement, and maintain MOUs and partnership agreements, ensuring compliance with applicable laws, regulations, and organizational policies.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard office environment; to work outside of normal workdays and office hours to meet deadlines; and come in direct contact with SJCOE staff, district office staff, and the public.

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