

UNION SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, SPECIAL EDUCATION & STUDENT SERVICES

BASIC FUNCTION:

Under the supervision of the Director of Special Education and Student Services, assists in the coordination, management, staff professional development, and evaluation of the District's services, instructional programs, and personnel to ensure that they are effectively responsive to the needs of students requiring special education and/or social-emotional support services. This position has been designated as an entry-level managerial position.

REPRESENTATIVE DUTIES:

- Coordinates and monitors appropriate placement of all special education students, including non-public school placements;
- Coordinates and monitors compliance with the special education IEP system and county's management information system, including the compilation and verification of pupil registers, class lists, inter-district agreements, and transfer processes;
- Develops, implements and supervises the scheduling of District-level IEP meeting activities;
- Performs case management and support duties related to the needs of the District's special education students;
- Attends District-level meetings and supports District vision and initiatives related to special education and student services;
- Coordinates the transportation needs of special education students;
- Arranges for and represents the District in due process and other legal proceedings regarding special education students and staff;
- Assists in the coordination of District social-emotional and behavior support services;
- Assists in the coordination of home/hospital services, independent study, suspensions, expulsions, student health, and social/public health services;
- Assists in the development and submission of compliance reviews and reports required by the District and governmental agencies;
- Assists in the coordination of parent education and involvement;
- Serves as liaison between schools, other school districts, the County Office of Education and SELPA, related to special education students' needs and services;
- Investigates, analyzes and resolves conflicts with parents within the school community;
- Coordinates the Extended School Year (ESY) special education programs and services;
- Reviews District and school-level programs and makes recommendations to the Director;
- Coordinates, supervises and evaluates assigned personnel;
- Maintains competence in the field of special education and knowledge of current federal, State and case law through participation in regular, on-going professional growth activities;
- Provides effective and timely staff development opportunities for District administrators, certificated and classified staff;

- Coordinates and provides collaboration opportunities and training among General Education, Student Services and Special Education staff;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

- Comprehensive knowledge of applicable State and federal laws, regulations and compliance requirement of State and local assessments;
- Ability to effectively communicate orally and in writing;
- Ability to use technology to analyze, interpret and provide data in a variety of formats to allow for interpretation by the intended audiences;
- Ability to collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups;
- Knowledge of broad curricula and instructional practices, teaching strategies, content, and resources;
- Knowledge of content and performance standards;
- Experience with peer coaching and curriculum development;
- Experience in designing and implementing staff development;
- Skill in consultation, collaboration, and motivation with adults;
- Experience in classroom teaching and ability to model “best practices”;
- Experience in evaluation, coaching, development and implementation of curriculum;
- School and district leadership experience;
- Skill in researching, synthesizing, developing curricula and/or grant proposals;
- The ability to lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole; and
- The ability to act as an agent of change.

Required Certification, Education, and Experience:

A minimum of three (3) years of successful teaching, programmatic and/or administrative experience in service of special education students preferred; knowledge of IDEA and CA Education Code related to special education required; valid California Administrative Credential required; valid Special Education Teaching Credential desirable; ability to pass District physical examination and maintain physical standards to fulfill job requirements; possession and maintenance of a valid California Driver License.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has strong verbal and written communication skills using standard English language conventions required; who has IEP facilitation experience and training in conflict resolution or alternative dispute resolution desired; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player; staff professional development planning and facilitation experience preferred.

WORKING CONDITIONS:**Environment:**

Indoor work environment with high noise and distraction levels;
Driving a vehicle to conduct work at other sites.

Physical Demands:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct a verbal conversation and/or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 5 or more pounds;
Carry up to 5 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the State in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved 5.14.18