



COORDINATOR SPECIAL EDUCATION

DIRECTLY RESPONSIBLE TO

Director II, Special Education and Pupil Services

PRIMARY FUNCTION

To administer and implement special education programs and services in accordance with federal, state and local guidelines and mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Observes, consults with, and assists resource specialists, designated instruction and services instructors, and special day class teachers in assigned school sites.
- Plans programs, coordinates curricular resources, and assists schools in evaluating the effectiveness of programs for individuals with exceptional needs.
- Participates in school's staff development, program development, and innovation of special methods and approaches.
- Participates as a member of IEP teams as appropriate.
- Provides coordination, consultation, and program development in assigned areas.
- Responsible for ensuring that pupils have full educational opportunity regardless of the school of residence.
- Coordinates special education services with district administrators.
- Works with site school staff to ensure articulation with general education programs.
- Assists in planning and implementation and participates in staff development and innovation of special methods and approaches of staff development activities.
- Assists special education personnel in implementing and coordinating the services in the IEP. Assists in the articulation of special education students between preschool, elementary, middle and secondary schools.
- Serves as a resource in the identification, selection, and use of instructional materials, curriculum and methodologies.
- Maintains knowledge of current laws and regulations pertaining to individuals with exceptional needs, and may be assigned to prepare complaint, mediation, and due process materials.
- Evaluates certificated and classified staff as assigned.
- Assists with department and district activities as assigned.

IMMEDIATE SUBORDINATES

Classified and/or certificated staff as assigned.

JOB REQUIREMENTS

- Master's degree
- Valid Education Specialist Credential or a comparable Specialist credential in Special Education; comparable Standard or General credential in Special Education or Pupil Personnel Services credential.
- Administrative Services Credential or Certificate of Eligibility
- Minimum five years successful classroom teaching experience or school psychology experience in a K-8 special education public school setting
- Demonstrated successful experience working with students with positive behavioral programming and/or programs for students with autism, low incidence disabilities, moderate/severe disabilities, and serious emotional disturbances
- Successful general education K-8 teaching experience preferred.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Lifting books, materials equipment to execute lessons and presentations
- Seeing to read, prepare and review a variety of reports and to monitor teacher and student interactions

SALARY

In accordance with the Certificated Administrators' Salary Schedule