

Position: Special Education Program Coordinator**Salary Schedule:** Certificated Management**Responsible to:** Superintendent

Summary:

Accountable for improving student achievement for Special Education Students and the effective management of the SELPA Local Plan. Responsible to organize, control, and direct the special education programs of the district to provide students and families a variety of high quality learning options to ensure that each child obtains maximum benefit from the educational programs. Work in conjunction with general education personnel to develop and integrate a full spectrum of Special Education services. Provide oversight and support in the development and implementation of Individualized Educational Plans for students with disabilities. Maintain compliance issues with state and federal laws and regulations.

Essential Duties:

- Conduct formal and informal classroom observations with the intended purpose of providing feedback, organize, manage, direct, and evaluate the special education programs of the district to provide timely delivery of high quality services to students and families, in support of students learning at grade level.
- Collaborate and work with site personnel to develop effective instructional programs to meet the unique needs of individual students in support of students staying in school on target to graduate.
- Supervise and coordinate school programs for special education students; work with Human Resources, Facilities and Transportation to arrange locations, transportation services, and perform related activities to set up programs.
- Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines
- In conjunction with site administrations, supervise and provide support for assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness.
- Interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning.
- Coordinate the training of principals and teachers on how to modify curriculum and develop the most effective learning environment for each student based on unique learning needs.
- Collaborate and communicate with teachers, district and site administrators, county committees, outside districts and agencies and other personnel to coordinate activities and services, resolve issues or concerns, exchange information and accomplish District goals.
- Collect, prepare, analyze and maintain a variety of narrative and statistical reports and data relative to program area; make timely recommendations for programmatic changes to provide students a variety of educational opportunities to learn at grade level and beyond; submit reports to the District and State departments as required.
- Attend and participate in SELPA committee meetings.
- Represent the district in special education legal proceedings; investigate complaints, and report findings and recommendations as appropriate.
- Ensure compliance with federal and state laws and regulations.
- Develop and implement policies and procedures for the Special Education Program.
- Plan, coordinate, and facilitate monthly Special Education and Support Staff meetings and trainings.
- Perform related duties as assigned.

Related Skills:

- Planning, organization and direction of special education programs and activities.
- Management principles and practices including organization, supervision and training.
- Legal mandates related to school special education guidelines.
- Operation of a computer enter data, maintain records and generate reports.
- Research methods and report writing techniques.
- Oral and written communication skills.
- Principles and practices of management.
- Current applicable laws, codes, regulations, policies and procedures.
- Legal proceedings and due process.
- Accurate Budget preparation and control.
- District organization, operations, policies, objectives and goals.

Ability to:

- Plan, organize and administer the special education programs and activities of the District.
- Coordinate and perform highly complex, advanced-level duties.
- Research, analyze, compile, and verify data, and prepare reports.
- Assemble confidential and sensitive information.
- Communicate, understand and follow both oral and written direction effectively.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action. Work independently with little direction and many interruptions.
- Plan and organize work to meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports. Supervise and evaluate the performance of assigned staff.
- Work in a team environment.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Education / Credential(s) and/or Other Licensure(s):

- Any combination equivalent to: Bachelor's degree and three years experience providing direct services to students with special needs including one year experience in a special education environment.
- Valid California credential authorizing teaching or service in special education; valid Administrative Services Credential. (Administrative Credential may be in progress)
- Valid California driver's license.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

Experience:

Minimum five (5) years Special Education classroom experience.
Management or leadership experience desired.