



Leadership • Collaboration • Support

JOB TITLE: Coordinator, Special Education

Administrative Salary Schedule A, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Director, Special Education, or designee, the Coordinator provides leadership and assistance to the Special Education department through the coordination of programs and services to students with disabilities. The Coordinator will support program related activities and duties, including appropriate placement and services, provide consultation to Local Education Agencies (LEA) and parents, and promote interagency collaboration. Assists in the development of procedures, Individual Education Programs (IEP), and promoting evidence-based practices through staff training for the Special Education department. This position will monitor expenditures for designated programs wisely. Assigns, supervises, and coordinates certificated and classified employees supporting the designated programs.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of valid California administrative credential or certificate of eligibility.
- Master's degree and/or doctorate preferred.
- Demonstrate strong knowledge of the IEP process, law, and best practices for serving students with extensive support needs.
- Five years of certificated experience in public or private school settings.
- Advanced training and related experience in the education of individuals with exceptional needs or administration.
- A history of demonstrated excellence in oral and written communication.
- Ability to work independently, be self-regulated and self-disciplined, while following general directions in an effective manner.
- Valid California Driver's License.

ESSENTIAL DUTIES

- Assists the Director, Special Education, or designee, in fulfilling the curriculum, staffing, and supervision needs of the department.
- Serves as the administrative designee at IEP meetings.
- Assists with coordination of staff development for special education staff.
- Serves as a resource/liaison with other agencies and community services and organizations, linking special education students and families to these agencies as appropriate.
- Ensures compliance with federal, state and district regulations pertaining to special education referrals, assessments, and placement procedures.
- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment.
- Plans programs with instructional staff members, coordinates curricular resources, evaluates effectiveness of programs for individuals with exceptional needs, participates in staff development, program development, and innovation of special methods and approaches; provides coordination, consultation, and program development with all related services in special education.
- Assigns all students and staff to programs in such a way as to encourage optimum growth.
- Maintains cooperative working relationships with parents, staff, and other school personnel.
- Maintains effective and timely written and oral communications with parents, staff, other school personnel, and community agencies and organizations.
- Provides an effective liaison between administrators, special education staff and other staff.
- Participates in staff interviews, supervision, and evaluation of assigned staff members.
- Supports department leadership in program evaluation and analysis of efficacy.
- Assists in the coordination of intake, placement, and movement/transition of students within the district, county and the Special Education Local Plan Area (SELPA) special education programs.
- Attends SELPA Special Education Council (SEC+) and related task force meetings as assigned.
- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education.

MARGINAL DUTIES

- Performs other duties as required or assigned by the Director, Special Education.

SUPERVISION RECEIVED

- Limited and general supervision. Directly responsible to the Director, Special Education.

SUPERVISION EXERCISED

- Supervision of teachers, paraeducators, and other staff assigned to support the programs in the Special Education department.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0)

Limited

(1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (1)