

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director of Special Education/SELPA, plan, organize, control and direct the regionalized services to the development and implementation of education programs that prevent academic failure of students at risk through specific intervention models; oversee and evaluate assigned special education programs; train and supervise the performance of assigned personnel; serve as a liaison between the special education department and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate special education programs for preschool students through age 22.

Supervise placement procedures for students with special needs.

Provide technical expertise, information and assistance to the Director of Special Education/SELPA regarding assigned functions; assist in the development of policies, procedures, and programs.

Work collaboratively with site administrators to ensure special education services are implemented and established standards of expected student progress are achieved.

Attend a variety of management meetings representing the special education programs.

Provide consultation, support and technical assistance to site principals and District staff on all educational, program and legal matters relating to special education programs and student related services.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Conduct regular meetings and trainings for special education staff.

Collaborate in developing and implementing curriculum and staff development activities related to special education.

Assist with supervision and evaluation of assigned special education staff in conjunction with site principals.

Participate in budget development activities and monitor assigned budgets.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned duties and personnel.

Perform related duties and responsibilities as required.

Provide assistance to resource specialists, Related Service teachers and special class teachers; consult with administrators at the local school level to provide special education programs for eligible students; provide consultation to regular and special education teachers, support staff and administrators regarding curriculum, instructional techniques and classroom management techniques for assigned programs.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions for assigned programs and staff.

ESSENTIAL FUNCTIONS:

Collaborate with federal, State and community agencies to provide education programs and special services for students needing special education or social/emotional services provided by regional teams.

Coordinate and participate in staff development, program development and research and data collection for assigned programs.

Assure full education opportunity for exceptional individuals through coordination with assigned specialists and administrators at the local school district, District Individual Education Plan (IEP) teams and County IEP teams; oversee placement procedures for students with special needs.

Provide assistance to the distribution of growth units applicable to education programs for at risk students.

Oversee the coordination of transportation for students with special needs.

Communicate and consult with parents and parent groups regarding programs and services for students with special needs.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Assist with the development and planning of assigned budgets.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of District Special Education programs and services.
Applicable laws, codes, regulations, policies and procedures related to Special Education and general education and other assigned areas.
Policies, goals and objectives of the Special Education program.
State, local and regional resources.
Intervention models.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the regionalized services to the development and implementation of education programs that prevent academic failure of students at risk through specific intervention models.
Supervise the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years experience in a special education environment including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

General Administration, Standard Administration or Administrative Services Credential with appropriate basic credentials.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

BOARD APPROVED: July 24, 2018