



## COORDINATOR II: PRESCHOOL INSTRUCTION-SPECIAL EDUCATION

### DEFINITION

Under the general direction of the Director of Special Education-Elementary, provide support and implementation of Standards and Frameworks for preschool age children, oversee operations of the ECLC Special Education Program, and assist in development, implementation and evaluation of curriculum and instruction and professional development in core content in preschool.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Coordinates and oversees mandated special education programs for preschool children with special needs including the conducting and/or assisting in due process hearings, mediations and resolution meetings
- Assists with state Quality Assurance Program (QAP) reviews, and other compliance reviews; maintains liaison with the community, other districts, and parent groups.
- Supervises and evaluates special education staff including psychologists, program specialists, and itinerant certificated staff.
- Assists in the recruitment and selection and assignment of special education personnel.
- Demonstrate an understanding of and support implementation of Standards and Frameworks for preschool.
- Assist in the development, implementation, and evaluation of curriculum and the instruction in preschool
- Assist in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
- Coordinate and facilitate professional development of the ECLC Special Education program.
- Provide administrative oversight of the ECLC Special Education program.
- Coordinate and collaborate with the Director of Special Education-Elementary on all aspects of preschool instruction.
- Facilitate and model effective collaborative communication to support professional learning communities
- Attend district meetings as needed
- Serve as a preschool, TK/K liaison to our schools and parent community

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Knowledge of effective instructional strategies and curriculum for preschool
- Comprehensive knowledge of and experience with effective presentation strategies
- Communicate and collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning



- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State funding allocation methods.

**EDUCATION and/or EXPERIENCE**

- Three years of successful certificated special education experience and at least three years administrative experience with an emphasis on working with special needs students.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.