



OPERATIONS COORDINATOR IV: SPECIAL EDUCATION

DEFINITION:

Under the direction of the Executive Director of Special Education, the Coordinator IV of Special Education is responsible for the implementation of educational programs for students who qualify for special education.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as program coordinator for special education programs including program planning, training, implementation and evaluation of special education programming
- Provides training and overall direction to Special Education staff in order to support teams in developing IEPs based on student needs
- Facilitates, assesses and monitors Extended School Year programming
- Develops, analyzes, and maintains student data in order to make recommendations for staffing allocations
- Conducts appropriate training for staff, parents, and other stakeholders concerning special education programming and compliance
- Supervises and evaluates special education staff including itinerant certificated staff
- Meets regularly with special education staff and site administration to ensure program quality and compliance
- Informs Special Education staff of current trends/research in Special Education
- Takes necessary steps to ensure District compliance with laws, education codes, rules and regulations
- Provides overall direction and coordination efforts for the implementation of appropriate instructional programs in Special Education
- Acts as a liaison to multiple state and local programs/agencies for at-risk and/or special needs students
- Oversees and/or supports districtwide grant programming
- Monitors the implementation of services and programs for compliance with state and federal regulations
- Attends training(s) to keep current on special education law, research based interventions, and best practices in the areas of programming, assessment, and intervention

QUALIFICATIONS GUIDE:

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 OF:

- Knowledge of effective practices in the area of special education
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California
- Knowledge of State funding allocation methods

ABILITY TO:

- 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 special education programs, including staff and parent training, within established budget constraints

- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

A Master's degree from an accredited college or university preferred.

LICENCES/CREDENTIALS:

- Valid California teaching or other related Services credential
- California Administrative Services credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Three years of successful certificated special education experience and at least three years Administrative/Management experience with an emphasis on working with special needs students preferred.

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.

Revised: 9/2019