

## **SANTEE SCHOOL DISTRICT**

### **COORDINATOR of SPECIAL EDUCATION**

#### **JOB SUMMARY:**

Under the direction of the Director of Special Education, the Coordinator of Special Education provides supervision, coordination, planning, consultation, and assistance to special education staff and is responsible for assuring full educational opportunity for all pupils referred to the Individualized Educational Planning Team.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Attends and serves as a member, or as a designated IEP administrator, to determine the eligibility of a student for special education; assists in the development of the IEP instructional goals/ objectives; assists in identifying other related services for the student, and assists in facilitating student placement in the least restrictive environment.
2. Arranges appropriate special education interim placements.
3. Monitors procedural safeguards and compliance issues for special education students and staff.
4. Coordinates IEP Teams to properly consider special day class placement based on in-depth knowledge of available classes and services within the District and East County SELPA.
5. Adheres to District, State and federal timelines/regulations as required.
6. Assesses program effectiveness for individual students and classes and provides support and assistance in monitoring student performance.
7. Designs, provides and participates in staff development throughout the district.
8. Assists in articulation and coordination with other special education programs throughout the SELPA.
9. Consults with building principals on a regular basis regarding program effectiveness and student needs at each school site.
10. Consults with parents regarding pupil assessment, special programs, guidance, placement or other special problems making sure parents are fully informed of their rights.
11. Coordinates and monitors mental health referrals for students.
12. Evaluates certificated and classified special education employees.
13. Acts as the Local Education Agency (LEA) Administrative Designee in IEP meetings for preschool- 8<sup>th</sup> grade throughout the Santee School District.
14. Reviews curriculum plans and provide feedback and direction on instruction, assessment and communication of progress to special education staff.
15. Functions as a member of the district leadership team.
16. Functions as a member of the Special Education Advisory Committee.
17. Shares the role of Principal of Extended School Year with the Director of Special Education.
18. Performs other duties as designated or assigned by the Director of Special Education.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as designated or assigned by the Director of Special Education.
2. Maintains professional competence through participation in in-service education activities and/or self-selected professional growth activities.
3. Is aware of and meets requirements and standards of the specific job as interpreted through local school district board policy, county regulations and the state Education Code.
4. Attends department meetings as required.
5. Serves in various capacities at the district level when required, such as reporting to the Board of Trustees and participating on district committees.

## **COORDINATOR OF SPECIAL EDUCATION (CONT.)**

### **EMPLOYMENT STANDARDS:**

Education:	A Master's Degree in education, or an area of specialization in special education, with advanced study in one or more of the major handicapping conditions.
Experience:	Minimum of five years of successful experience as a teacher at K-8 level or pupil services specialist. Administrative experience is desirable.
Credential(s):	Valid Special Education Credential, Clinical Services Credential, Health Services Credential, or a school psychologist authorization AND California Administrative Services Credential
Licenses:	A California driver's license and willingness to use own vehicle.

### **KNOWLEDGE AND ABILITIES:**

Possesses an in-depth knowledge of laws and regulations pertaining to special education; demonstrated ability to be flexible and dependable in implementing job responsibilities; and demonstrated skill in interpersonal relationships. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to work effectively with other administrators and governmental agencies, private associations, parents and citizen groups; to exhibit facility in human relationships; to effectively develop and manage project budgets; and to effectively present oral and written reports.

### **WORKING CONDITIONS:**

Environment:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions
- Evening or variable hours

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information