



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Coordinator IV, Special Education Coordinator #6077
Special Education

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree and a valid California Credential in a special education related field. Possess an Administrative Services Credential or Certificate of Eligibility. Experience in a special education field or classroom teacher.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous work experience with moderate to severe disabilities, low incidence disabilities and related service providers. Five years of clear credential experience in a special education related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Educational Specialist Credential, Clinical Services Credential, School Psychologist Credential or Health Services Credential. Knowledge of special education laws, codes and regulations; skills in the area of alternative dispute resolution and IEP facilitation, skills in behavior management, curriculum, current trends, teacher mentoring, evidence based practices and program development.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the supervision and mentorship of the Director II with oversight by the Division Director, the Special Education Coordinator will provide oversight of limited satellite based special day classes, direct and supervise certificated and classified staff as assigned, assist in the planning of Extended School Year (ESY), assist with the coordination of state testing, new hire orientation, facilitate a variety of committees including but not limited to: staff development, mentor, curriculum. The Special Education Coordinator will serve as the administrative designee for a variety of Individualized Education Plan (IEP) meetings, interagency representation and ensure students receive Free and Appropriate Public Education (FAPE).

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff with review by supervising Director II.

4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Assist in budget development.
13. Function as the Administrative designee for IEP meetings.
14. Coordinate ESY services.
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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