

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Coordinator of Special Education

CLASSIFICATION: Certificated

REPORTS TO: Director of Special Education

BASIC FUNCTION:

The Coordinator has the responsibility of supervising the implementation of Special Education programs and services for individuals with disabilities. The Coordinator monitors instructional programs of students to insure compliance with state and federal law.

REPRESENTATIVE DUTIES:

- Provides leadership in planning, developing, and monitoring of student programs and placements
- Supervises the implementation of the Special Day Class program, Resource Specialist program, Designated Instructional Services, and Psychological Services.
- Supervises the placement of students in nonpublic schools.
- Prepares and plans student cases for state mediations and due process hearings. Completes compliance investigations as needed.
- Prepares and monitors department budgets
- Supervises the Health Services Program
- Coordinates Home Teaching services for Special Education and regular education students.
- Supervises transportation services for Special Education students
- Conducts interviews and participates in the hiring process of Special Education Personnel
- Supervises Program Specialists
- Evaluates certificated and classified staff as required
- Coordinates and plans in-service programs for staff.
- Assists in the development of curriculum and instructional strategies for Special Education programs.

- Participates as a member of the Superintendent's Cabinet
- Represents district at SELPA level meetings including Joint Powers Board meetings.
- Chairs Special Education Advisory Council
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge of:

- Special Education State and Federal Law
- Special Education Eligibility Criteria
- Special Education assessment procedures
- Special Education program and service options
- Special Education funding
- Section 504 requirements

Ability to:

- Provide leadership to group process
- Work with people to achieve consensus
- Plan and organize projects
- Plan and monitor budgets
- Work with people at all levels in the organization
- Work with parents and community organizations

MINIMUM QUALIFICATIONS

EXPERIENCE: Five years of successful teaching or service in Special Education and/or administrative experience.

EDUCATION: Masters or advanced degree desirable. Valid California Administrative Credential is desirable.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT

- 12 month position - 220 work days
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

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