

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator, Special Education

QUALIFICATIONS

CREENTIAL: Required Administrative Credential

EDUCATION: Desired M.A. or M.S. with specialization in psychology, special education, Clinical Rehabilitative Services, and/or administration.

EXPERIENCE: Required Five or more years experience in teaching, (with a minimum of three years in special education) counseling, school psychology, or general school administration.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, the Coordinator, Special Education will assist in the development, implementation, and supervision of all programs for exceptional students in the district.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator, Special Education's job performance will be as follows:

1. Maintains knowledge of current laws and legislation pertaining to special education.
2. Provides leadership and supervision in the areas of instruction, compliance, staffing, and professional development of the district's K-12 Mild to Moderate special education programs.
3. Provides leadership and supervision of the district's secondary transition programs.
4. Provides leadership and supervision of K-12 special education enrollment for the district.
5. Provides leadership and supervision in district special education data and state compliance reports.
6. Provides leadership and supervision of the Web IEP and serves as a liaison to the East Valley SELPA.
7. Assists in the development and maintenance of class lists.
8. Plans, organizes, and supervises the maintenance and release of student records and files involved in special education.
9. Serves as resource person for Individual Education Plan (IEP) teams in the development of the district's IEP goals and objectives.

10. Assists in locating and preparing specialized materials for student and unique problems.
11. Provides information to regular and special education teachers, instructional aides, administration, and parent on a variety of topics based on specific needs or requests.
12. Maintains liaison with special schools, and other resources offering services to special education students.
13. Assists in the coordination of adjunct services, i.e. transportation, classroom facilities, etc. for students identified as receiving special education supports and services.
14. Attends necessary job-related conferences and meetings held by county, state, and other agencies or departments.
15. Verifies transfers to and from the Special Education Local Plan Area (SELPA) and to and from other districts.
16. Expedites referrals for out-of-district placements.
17. Monitors intra-district student movement among classes and between levels.
18. Attends IEP meetings at state schools and non-public schools.
19. Participates in special education pre-expulsion activities.
20. Monitors timelines regarding assessment and placement of students.
21. Provides projections of future needs based on current and projected enrollments.
22. Establishes significant annual goals, objectives, and indicators of attainment.
23. Gathers appropriate data in support of the status of annual goals, objectives, and indicators of job attainment elements.
24. Other duties assigned by the supervisor will be effectively accomplished.