

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Salary Schedule: 251; Row: 4

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **COORDINATOR - SPECIAL EDUCATION**

JOB PURPOSE STATEMENT: Under the general supervision of the Director of Special Education, coordinates District special education services to students and parents in alignment with State and Federal mandates and provides leadership in the planning, implementation and evaluation of all special education programs serving District students.

JOB FUNCTIONS:

- Exercises direct supervision over assigned certificated and classified personnel including necessary training in testing, forms and procedures for new staff
- Supervises planning and implementation of all program components to ensure total program compliance
- Assists Director of Special Education and Human Resources with screening and interviewing prospective candidates for special education programs, both certificated and classified
- Coordinates, facilitates and evaluates the entire IEP development and implementation process; serves as administrator at IEP meetings as needed
- Designs, implements and evaluates a comprehensive training and development program for Special Education Teachers, general education staff, administration and parents
- Supervises and monitors special education programs and staff development budgets including low incidence supplies
- Collects program evaluation data and reviews the implications for changes in the special education programs
- Monitors the implementation of student IEPs
- Monitors staff activities to ensure that all mandated timelines are met
- Keeps up-to-date with laws and regulations regarding special education procedures and the placement of students in programs, both in and out of the District
- Develops and revises departmental forms and procedures as needed
- Monitors compliance with Federal and State laws
- Responds to noncompliance complaints

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JOB FUNCTIONS – continued

- Coordinates the activities of the special education services with building principals, general education teachers and staff
- Monitors caseloads of special education programs
- Supervises Adaptive Physical Education staff, Speech and Language Pathologists and Psychologists
- Coordinates with secretary the computer data for State and Federal reports
- Monitors paraeducators' needs and performance
- Plans, organizes and coordinates the District special education program
- Aids in the planning, development, and implementation of budget planning, and expenditure control processes and procedures
- Evaluates and analyzes complex problems, issues, and concerns, recommends appropriate alternative solutions
- Makes independent decisions
- Works autonomously
- Demonstrates good judgment and good problem-solving skills
- Organizes tasks, sets priorities and meets deadlines
- Manages multiple tasks
- Directs, supervises & instructs others
- Responds appropriately to evaluation & changes in the work setting
- Communicates effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication
- Establishes and maintains effective working relationship with staff, students, parents, and community members
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Principles, practices, trends, goals and objectives of public education
- Philosophical, educational, fiscal, and legal aspects affecting a special education operational program
- Organization, planning, and program evaluation strategies, techniques, and procedures
- Curriculum and instruction design and delivery systems specific to special education

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KNOWLEDGE AND ABILITIES – continued

- Research and development strategies, processes, and techniques
- Human relationships, conflict resolution strategies and procedures, and team building methods and techniques

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Masters or higher degree from a recognized college or university in Special Education Curriculum and Instructional Programming, or a field sufficiently related to insure performance success

Experience:

- Minimum of five years of teaching experience and coordinating special education functions and activities

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

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EMPLOYMENT STATUS:

- Certificated Management Position