

DELANO UNION SCHOOL DISTRICT

Coordinator of Special Education

JOB SUMMARY

Coordinates and supervises the Special Education Program in the district. Ensures compliance with Special Education Regulations, both State and Federal. Provides services to schools that support the educational program for students with identified special needs such as learning handicapped students, home and hospital students, and other students with specialized needs. Supervises the district psychologists and speech therapists.

REQUIRED QUALIFICATIONS

1. **Credential:**
Pupil Personnel Services Credential or Special Education Teaching credential
California Administrative Services Credential.
2. **Education:**
Masters Degree or higher in Elementary Education or Special Education.
3. **Experience:**
 - A. Demonstrated successful experience in working effectively with students, including individuals with exceptional needs and/or other special populations.
 - B. Ability to perform and meet the needs of a diverse population.
 - C. In the assessment, diagnosis, and educational intervention of childhood exceptionalities.
 - D. Psychologist and/or classroom teaching experience in a k-8 setting.
 - E. Ability to work with both site and district administration in administration of special education programs.
 - F. Knowledge of current regulatory/legal statutes regarding special student populations in the state of California.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assesses intellectual and educational characteristics of pupils by observing them and/or administering individual tests.
2. Recommends appropriate planning for optimal educational and personality growth of pupils.
3. Determines psychological eligibility for and recommends pupil placement in special programs and classes.
4. Monitor delivery of instruction on a regular basis in special education classrooms.
5. Report findings on a regular basis to principals and the Assistant Superintendent of Curriculum and Instruction.

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6. **Consults with staff, parents and outside agencies regarding special education programs and programs offered.**
7. **Supervision of district school psychologists and speech therapists and other certificated staff as assigned.**
8. **Provide staff development to improve academic achievement goals in the program as appropriate.**
9. **Manages the special education budget and expenditures.**
10. **Supervises special education support and clerical staff.**
11. **Plans, supervises and evaluates the special education program on an ongoing basis.**
12. **All other duties as assigned by the Superintendent or designee.**

OTHER RELATED FUNCTIONS OF THIS POSITION

1. **Demonstrate a professional attitude toward parents, students, and staff.**
2. **Participate in curriculum development programs on a district level.**
3. **May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals as needed for the program.**
4. **Enter data into a computer terminal and operate standard office equipment.**
5. **Acts as designated special education contact person for the district with respect to SELPA-level communications.**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.