

COORDINATOR OF SPECIAL SERVICES

1. BRIEF DESCRIPTION OF POSITION

1.1 Under the supervision of the Director of Special Services, the Coordinator of Special Services is responsible for the coordination of the services provided through the department with a focus on compliance with all applicable state and federal laws.

2. MAJOR DUTIES AND RESPONSIBILITIES

- 2.1 Assists with budget preparation and monitoring
- 2.2 Assures compliance with all applicable state and federal laws
- 2.3 Provides leadership in the Special Services Program and technical assistance to schools
- 2.4 Coordinates articulation with the feeder districts and County Office of Education
- 2.5 Arranges for and/or provides professional development activities
- 2.6 Assists in the development and implementation of all correction action plans: Program Improvement, CDE verification review, Office of Civil Rights
- 2.7 Attends monthly meetings with juvenile hall judge
- 2.8 Responds to parent/guardian, advocate, attorney complaints
- 2.9 Coordinates Extended School year (ESY) services
- 2.10 Attends and participates on task forces and related committees
- 2.11 Assists in the supervision and evaluation of the following staff:
 - Nurses and health clerks
 - Designated instructional services (APE, SPE, OT, PT, VI)
 - District Office clerical staff
 - Psychologists
 - Program Specialists
 - Career/Vocational Education/Workability staff
 - Post-Senior staff
- 2.12 Assists with the supervision of services to charter schools
- 2.13 Assists in the selection and assignment of classified and certificated staff
- 2.14 Assists in the evaluation of classified and certificated staff
- 2.15 Assists with the coordination of the Section 504 Program
- 2.16 Assists with the coordination of the Student Success Team (SST) Program
- 2.17 Assists with the coordination of the Home/Hospital Teaching Program
- 2.18 Performs other duties as assigned by the Director of Special Services

3. SUPERVISION EXERCISED OR RECEIVED

- 3.1 Works under the supervision of the Director of Special Services
- 3.2 Assists in the supervision and evaluation of classified and certificated staff

4. MINIMUM QUALIFICATIONS

- 4.1 Masters degree in Special Education and/or a related field of study
- 4.2 Special Education teaching and/or services credential
- 4.3 Valid California Administrative Credential or verification of the ability to obtain an administrative credential
- 4.4 Successful Special Education teaching in a secondary school position

5. EVALUATION

- 5.1 Annually by the Director of Special Services