

DISTRICT COORDINATOR, SPECIAL SERVICES**DEFINITION:**

Under the direction of the Director of Pupil Services, coordinate, consult and implement District disciplinary policy; conduct expulsion hearings; coordinate and implement intra and inter District transfers; handle welfare and attendance function; coordinate the District speech and language program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as Child Welfare and Attendance Officer for the District, including enforcement of State laws on attendance; attendance counseling for students and parents.
- Serve as a member of the Special Education Admissions and Transfer Committee and act as chairman in the absence of the Director; serve as liaison with County offices and with private schools serving the District's students in special education.
- Supervise speech and language specialist including hiring, assigning, evaluating, in-servicing and advising regarding specific laws and procedures.
- Consult and coordinate District policy and practice on discipline, attendance and speech and language with District and school administration; maintain liaison with Orange County Department of Education; assist schools in areas of legal compliance with discipline and attendance issues.
- Coordinate and implement California Safe Schools mandated reporting.
- Issue certificates of eligibility for F-1 Student Visas in accordance with immigration laws.
- Complete various State and Federal reports as required.
- Coordinate the District speech and language program; assist with pupil services related parent issues; assist principals and speech and language specialist to resolve pupil services and special education issues
- Assist in crises interventions in conjunction with the District Guidance Specialist.
- Coordinate with facilities and individual schools for intra and inter District transfer; process transfer requests accordingly
- Serve as assistant chairman for the District Transfer Committee, the Drug Abuse Committee, the Continuation High School Admissions and Dismissal Committee, and the District School Attendance Review Board (SARB).
- Conduct expulsion hearings and present recommendations to the Governing Board; conduct safety assignments of individual students to help determine if students are safe to return to a SVUSD school.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

California Education Code related to school discipline, expulsions, attendance and student transfers; California Education Code and Federal law related to special education; K-12 education and District level issues.

Ability to:

Plan, organize and direct complex programs of special services; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002