

**DISTRICT COORDINATOR  
(SPECIAL EDUCATION)****DEFINITION:**

Under the direction of the Director of Special Education or designee, coordinate, consult and implement District, State, and Federal Special education policies and procedures; provide support in the planning, implementation, supervision, and coordination of District special education programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate and implement the District's Special Education programs to ensure the provision of a free and appropriate education (FAPE) for students with disabilities. Ensure that students are being educated in the least restrictive environment (LRE) by maintaining appropriate and varied service delivery models in the District, including the piloting of new service delivery models; interface & coordinate with District and school administration regarding Special Education.
- Oversee the design, implementation and evaluation of a professional development program that addresses identified needs in all areas of responsibility; collaborate with other District departments to develop and coordinate professional development goals and efforts.
- Supervision of assigned Related Service providers.
- Assist with litigation and compliance complaints for students with disabilities under IDEA and assist with provision of consult on ADA and Section 504 litigation.
- Assist in the recruitment, selection and assignment of Special Education personnel to the school sites in collaboration with Human Resources, Educational Services, and site administrators.
- Assist with the coordination and serve as a liaison between special education and Section 504.
- Assist with community outreach and participation in community councils to include agencies such as: Community Advisory Counsel, Orange County Mental Health, Regional Center of Orange County, and other agencies/individuals with whom the District has interagency and consultant agreements or contracts; participate in CAC meetings and other community meetings as a designee when required.
- Foster collaboration and communication among Special Education staff and services; promote integration with the general education program of all Special Education programs; and support District-wide goals.
- Assist district personnel in state and local reporting requirements to include CASEMIS reporting and LEA billing.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

California Education Code and Federal IDEA regulations, policies, compliance procedures, and current trends and practices as they relate to Special Education programs

**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:

Minimum of three years' experience in a special education program specialist or equivalent role that has provided the applicant with the knowledge and abilities listed above.

Education:

Master's Degree from an accredited college or university required.

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 administrative credential required; valid PPS or teaching credential required; and valid California driver's license.

Board Approved: June 23, 2016