

**COORDINATOR, SPECIAL EDUCATION****DEFINITION:**

Under the direction of the Director of Special Education, assist in the coordination and implementation of special education programs, with a special focus on IEP team meetings, Special Education Due Process and compliance issues including Mediation only, Pre-Hearing Mediations, Due Process Mediations and Due Process Hearings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain a system for monitoring compliance with Federal and State laws, especially those relative to assessments, IEP development, settlement offers, witness lists, evidence packets, mediation agreements, and coordination of all dates and times relative to these activities; correct compliance issues identified by Federal, State and local agencies, including pre-hearing mediations, due process mediations and due process hearings,
- Maintain communication system for individual cases with community, parents, staff, children, SELPA, attorneys for the school district as well as advocates and attorneys for parents of students.
- Complete a variety of required reports for Federal, State and local agencies and for the Orange County Department of Education.
- Provide direction and coordinate efforts for the implementation of appropriate instructional programs in Special Education; direct the placement of Special Education children both within the District and in services out of the District.
- Serve as a liaison between the community, other districts, county and State offices regarding Special Education; assist in the recruitment, selection, and assignment of Special Education personnel; observe the instructional program by regular visits to Special Education classes and by conferring with principals and teachers.
- Supervisor and evaluate staff as assigned.
- Perform other duties as assigned.

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

Federal and State laws regarding special education; compliance issues conducted by Federal, State and local agencies, including pre-hearing mediations, due process mediations and due process hearings.

**Ability to:**

Work with a variety of outside agencies; organize and operate a compliant special education program; communicate effectively, both orally and in writing; establish and maintain effective working relationships.

**Experience:**

Three years experience in school psychology or teaching special education desirable; two years of supervisory or administrative experience desirable.

**Education:**

Bachelor's Degree and Juris Doctorate from an accredited college or university required.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, 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:

Possession of a valid California driver's license.

Board Approved: July 11, 2000

Revised: October 8, 2002

Revised: October 11, 2005