



# GOLETA UNION SCHOOL DISTRICT

401 North Fairview Avenue • Goleta, California 93117-1732

Phone 805-681-1200

## **Title: COORDINATOR OF SPECIAL EDUCATION**

**Category:** Certificated Management

**Work Year:** 205 days

**Salary Schedule:** \$109,224 - \$128,336

### **DEFINITION**

Under the supervision of the Deputy Superintendent, the Coordinator of Special Education will provide assistance and support to special education teachers, instructional assistants, and school site administrators in the delivery and management of special education programs. The Coordinator of Special Education will provide consultation; coaching; one-to-one and group presentations; classroom support; and instructional and behavioral strategies for general education teachers, special education teachers, and designated instruction and services personnel. The Coordinator of Special Education will provide resources for and assess the effectiveness of the programs and curriculum for students with special needs. The Coordinator of Special Education will provide administrative support during Individualized Educational Plan meetings and will conduct behavior analysis services and behavior intervention plans. The Coordinator of Special Education will also assist school site administrators and/or the Deputy Superintendent in the evaluation of certificated and classified personnel within the special education programs.

### **REQUIRED QUALIFICATIONS**

#### *Credentials*

Valid K-12 Special Education Teaching Credential(s); or Pupil Personnel Services Credential

Valid Administrative Services Credential or Certificate of Clearance

#### *Education*

Master's Degree in Education or related fields with an emphasis on Special Education preferred

#### *Experience*

Minimum of 5 years successful special education teaching experience at a K-12 level

Advanced training in the area of IDEA, handicapping conditions, behavior management

### **SKILLS, KNOWLEDGE AND ABILITIES**

#### *Skills to:*

- communicate effectively with tact and diplomacy
- demonstrate effective teaching strategies

#### *Knowledge of:*

- standardized tests and evaluations
- curriculum and performance based measures
- general education curriculum
- Common Core State Standards

- accommodations and modifications for curriculum and environment
- effective interpersonal communication skills
- outside agency services in the SELPA for students with special needs
- behavior modification strategies
- due process rights and procedures

*Ability to:*

- provide for leadership and support
- provide effective coaching and staff development
- provide coherent, differentiated lesson demonstrations
- identify, assess, conduct IEP meetings and facilitate programs
- provide in-services to all special education staff and outside agencies
- interact effectively with parents, staff, administrators, agencies
- collaborate and coordinate with others, including outside agencies, Human Resources, and Instructional Services, to provide comprehensive services

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains knowledge of current laws and legislation pertaining to special education
- Serves as resource person for Individual Education Plan (IEP) teams in the development of the District's IEP goals and objectives.
- Supervises the District Special Education program within legal guidelines and District policy and regulations for maintenance of a quality instructional program and effective support services in the Special Education Program.
- Supervises and monitors appropriate placement of students, integration, and mainstreaming activities in consultation with site administration; assures that students have full educational opportunity in the Least Restrictive Environment.
- Conducts Individualized Education Program team meetings regarding the identification and re-evaluation of special education students.
- Participates in special consultations and case conferences with psychologists and other student services personnel.
- Supervises and monitors the implementation of core curriculum in Special Education Programs.
- Supervises and evaluates assigned certificated and classified personnel.
- Assists in the coordination of adjunct services, i.e. transportation, classroom facilities, etc. for special education students.
- Serves as District liaison to county and private agencies, as designated.
- Assists in planning and coordinating staff development activities for special education personnel.
- Performs other duties and responsibilities as assigned.

Working Conditions

ENVIRONMENT

A typical school environment, including offices, classrooms, playground, multi-purpose rooms.

#### PHYSICAL ABILITIES

Standing, sitting, or walking for extended periods of time; using hands to handle or feel objects or controls, and use technological equipment and devices: reaching with the hands and arms; seeing, including close, distance, and peripheral vision, to ensure proper supervision of students to ensure proper supervision of students; hearing and speaking abilities to ensure proper supervision of students and to facilitate communication with students, staff, parents, and community.

#### HAZARDS

Exposure to outside weather conditions on occasion; exposure to moderate to medium noise levels; potential for contact with blood-borne pathogens and communicable diseases; contact with challenging student behavior that may include hitting (open/closed hand), punching, kicking, scratching, yelling, biting, and eloping.

#### Terms of Employment

Department of Motor Vehicles Clean Driving Record Report Criminal justice Department Fingerprint Clearance.

#### Work Calendar

205-day calendar