



RIALTO UNIFIED SCHOOL DISTRICT

COORDINATOR, SPECIAL SERVICES COMPLIANCE

Management Job Description

DEFINITION

Under the direction of the Lead Special Services Agent, to plan, organize, and coordinate the special education instructional training program design and delivery systems to ensure optimal educational opportunities and growth experiences; to assist in the planning, organization and coordination of research and development processes, including product and service audit and evaluation processes; to participate in the District special education master planning activities; and to do other related functions as directed.

ESSENTIAL DUTIES

- Maintain and communicates knowledge of current laws and regulations pertaining to students with disabilities and may be assigned to assist in the preparation of compliant, mediation and due process materials.
- Establishes compliance initiatives and audit process to support compliance and legal mandates.
- Creates monthly IEP compliance status reports to be distributed to school site. Prepares schools for participation in the data analysis and all compliance reviews.
- Provides consultation and technical assistance to administrators and staff in the area of special education compliance.
- Creates and modifies special education data for presentations as needed.
- Creates, updates, maintains and provides spreadsheets and reports to site administrators, teachers and special education staff to identify trends and gaps in referrals and special education services.
- Establishes communication feedback systems and processes for monitoring and auditing the special education program functions.
- Manages special education data management system, oversees data input, troubleshoots technical equipment and software systems.
- Provides oversight and supervision of the implementation of the IEP Management system and develop in-service trainings and programs for teachers, instructional assistants and other district personnel.
- Research, develops reports and maintain a variety of records and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Provide leadership and expertise in assessing, identifying, formulating, and implementing the District special education goals and objectives in compliance with state and federal legal mandates and guidelines.
- Investigates complaints relative to IEP implementation and FAPE.
- Assists in planning procedures and guidelines for special education areas.
- Complies reports and maintains management information and records systems necessary for completion of required county, state, and federal reports.
- Serves as the district liaison with other public and private agencies providing services to the students with disabilities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of and sensitivity to the needs of students and parents from diverse ethnic, economic, and other cultural backgrounds.
- Applicable federal and state laws related to Individual with Disabilities Education Act (IDEA) and California Education Code as it relates to Special Education.
- Principles, practices, trends, goals and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a special education operation program.
- Organization, planning, and program evaluation strategies, techniques, and procedures.
- Curriculum and instruction, and design and delivery systems specific to special education.
- Research and development strategies, processes, and techniques.
- IEP Management systems – SEIS.

Ability to:

- Analyze data utilizing a variety of complex processes.
- Independent problem solving is required to analyze issues and create action plans.
- Meet deadlines, develop schedules and set priorities.
- Plan, organize and coordinate the District special education program.
- Aid in the planning, development, and implementation of budget planning, and expenditure control processes and procedures.
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions.
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.
- Set up and maintain accurate filing systems.
- Run queries and harvest data from multiple data sources to prepare detailed reports.

Experience and Education:

- Master’s degree from an accredited university
- Valid California Special Education Teaching credential, Speech and Language Specialist or School Psychologist credential.
- Valid California Administrative Credential K-12 or proof of eligibility
- EL authorization or equivalent if applicable
- Five (5) years outstanding Certificated experience
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.
- Experience with educational issues as they relate to accelerating the learning of linguistic, ethnic and cultural minority student populations.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.***

Frequent motion:

Twisting:	Low	Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Wrist flexion:	Frequently	Reaching to above shoulder level:	Occasionally
Elbow flexion/extension:	Frequently	Reaching below shoulder level:	Frequently
Reaching to shoulder level:	Occasionally		

Sensory requirements:

Ability to see: Constantly
 Ability to hear: Constantly
 Ability to talk: Constantly
 Ability to smell: Constantly
 Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls	Fluorescent lights: Yes
Odor:	Yes	Floor may be slippery at times: Tiled areas
Noise:	Yes	Working in close quarters with others: Yes, all the time
Humidity:	Occasional	Working inside: 95% of the day
Moisture:	Occasional	Working outside: 5% of the day

This job requires:

Alertness: Constantly
 Attention to detail: Constantly
 The use of two hands: Constantly
 Recall of names and dates: Constantly
 Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Ability to deal with psychological factors:

Team work: Constantly
 Frustration: Moderate - depends on the time of year
 Repetitive tasks: Yes, signature
 Level of responsibility: High
 Must keep up with schedule: High
 Able to work extended hours as needed: High
 Dealing with upset employees, parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness: Yes
 Orientation to time, place or person: Yes
 Ability to read at 12th grade level: Yes
 Ability to comprehend and follow directions: Yes
 Able to keep up a high activity level during the shift: Yes