



RIALTO UNIFIED SCHOOL DISTRICT

COORDINATOR, SPECIAL SERVICES 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

- Assists the Lead Special Services Agent in developing and implementing all aspects of special education programs in accordance with local, state and federal regulations.
- Supervises and acts as a resource to Special Education teachers, Adapted Physical Education teachers, and Speech Therapists, Psychologist, Emotional Health Therapist, and Therapeutic Behavioral Strategist.
- Collaborates with staff and recommends procedures, placement options and instructional strategies for individuals with exceptional needs.
- Participates in Individual Educational Program (IEP) meetings.
- Coordinates Special Education meetings.
- Prepares schools for participates in the data analysis and all compliance reviews.
- Provides in-service trainings and programs for teachers, instructional assistants and other district personnel.
- Coordinates the functions and activities of the special education curriculum and instruction design and delivery systems.
- 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.
- Provides leadership in the development of processes, strategies, and feasibility planning and recommends the necessary human and monetary resources in order to achieve the special education result expectancies.
- Assists in the planning, organization, development, and conduct of a variety of staff development and in-service training program.
- Establishes communication feedback systems and processes for monitoring and auditing the special education program functions.
- Assists in the planning, monitoring and review of special education teachers and instructional assistant's functions and activities.
- Assists in the planning and conduct of research and development activities, including the projecting, planning, and forecasting of future special education service programs, functions, and activities.
- Assists in planning, organization, and implementation of special education budget planning guidelines and procedures, and expenditure control strategies.
- Assists in planning procedures and guidelines for special education areas.
- Assists in the implementation of Adult Transition Programs and Workability, and coordinates with SELPA, Department of Rehabilitation, Inland Regional Center, Job Corps., and California Children Services (CCS).
- 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.
- Initiates and coordinates the efforts to acquaint District administrative and instructional staff with the needs of special education children to facilitate the program mainstreaming process.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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.

- Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- 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.

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.

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