Napa Valley Unified School District  

Position: Coordinator of Special Education  

Position Description: Certificated Management  

Reports to: Executive Director of Special Education  

DEFINITION:  

The Special Education Coordinator will be responsible to the Executive Director of Special Education for planning, coordination, and supervision of programs providing support to students being assessed and who have been made eligible for Special Education services.  

DISTINGUISHING CHARACTERISTICS:  

This position supports Special Education either at the primary level, secondary level, post graduate level or for specific programs including those serving students with autism, severe handicaps, learning handicaps, etc. The position may be adjusted to reflect changing District needs.  

Essential Duties and Responsibilities  

- Plan, coordinate, supervise, and train certificated staff and make recommendations to the Director of Special Education regarding the employment and adjustment of staff so that a continuum of services and instructional supports may be offered to students found eligible for Special Education services;  
- Consult with site administrators, teachers, and specialists regarding the assessment, placement, and services of students referred for Special Education eligibility who are found to have a handicapping condition.;  
- Participate in the development of, and ongoing relationships with other agencies serving students with disabilities (i.e., California Children’s Services, Napa Mental Health, Department of Vocational Rehabilitation, Non-Public Agencies and Schools);  
- Coordinate services and supervise staff members including: School Psychologists, Learning and Severely Handicapped Special Day Class Teachers, Resource Specialists, Orientation and Mobility and Visually Handicapped Itinerant Teachers, Speech Therapists, Day Treatment Programs, Emotionally Disturbed classes, Site Supervisors, Occupational Therapists, and others as required;  
- Monitor Special Education programs provided for students in elementary, middle, high school, and transition classes;  
- Monitor written documentation for Special Education placement as required by law and insure that the proper procedures are being followed by all school/District Teams who are responsible for developing and implementing student’s Individual Educational Programs;  
- Assist in the coordination of staff professional development activities;  
- Assure that all students eligible to receive vocational and transition services have appropriate services, TSL documentation and interagency linkage/assistance as stated in their IEPs;  
- Assist in transition and the planning for and operation of extended school year;  
- Facilitate and monitor student’s private school, nonpublic school, state school, and nonpublic agency placement, services, IEPs, and assessment/placement processes; and  
- Other duties as assigned to achieve the goals of the position.
Knowledge and Skills
Coordinator of Special Education position must be knowledgeable about and assist in the implementation of Special Education Law and legal requirements related to the assessment, placement, program implementation, and provision of services for students who are referred to and who are eligible for Special Education services. The Coordinator must have knowledge of long term strategic planning inclusive of effective adult learning theory and strategies. The position requires the knowledge of board policies and administrative regulations, district protocols, procedures and operations. Knowledge of individual education plan process and requirements is essential. The position requires knowledge of conflict resolution and interest-based problem solving steps and protocols.

Abilities
The Coordinator of Special Education must have the ability to travel between district, school sites and community locations. The ability to serve as part of a district team and the ability to interact collaboratively with colleagues and associates in a relationship building manner is essential. The Coordinator must be able to work cooperatively with parents, and community. The position requires the ability to communicate effectively in oral and written form. The position requires strong organization skills. The Coordinator must be able to become familiar quickly with district personnel and understand policies, administrative regulations, and building and department procedures.

Physical Abilities
Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work, auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone; capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

Education and Experience
- Minimum of five years teaching experience, including two years in Special Education;
- Possession of a valid Administrative Services credential;
- Knowledge of autism spectrum disorders and services for students with severe handicaps; and
- A valid California driver’s license.

Working Conditions: Work includes duties in district, school and classroom environment.