



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Program Coordinator -- Special Education

Definition

The special education program coordinator has advanced training and related experience in the education of individuals with exceptional needs. Prime responsibilities of the program coordinator include: pupil and staff support consultation, curriculum development and staff development in the area of special education.

Supervision Exercised or Received

Under the immediate supervision of the Director of Special Education. May supervise personnel within the District. Provides general supervision to district staff personnel working at the sites.

Essential Duties and Responsibilities

1. Pupil and Staff Support:

- A. Participate in placement and review meetings in an advocacy role for students, teachers and/or parents.
- B. Participate in the development of Individualized Education Programs (IEPs) for exceptional students.
- C. Act as a resource/liaison to IEP teams and other personnel in preparation for and follow-up of placement.
- D. Serve as a support to parents for understanding of the placement recommendations on the IEP.
- E. Provide assistance to special educators in documenting and evaluating student progress including STAR assessment.
- F. Provide direct instructional support to students, as appropriate.
- G. Assists teachers in the planning, implementation and evaluation of the instructional program.
- H. Helps teachers plan effective use of community resources.
- I. Supervises and directs district staff personnel in accordance with district policy.
- J. Evaluates teacher performance, confers with the teacher relative to the evaluation, maintains accurate and complete records of evaluations and conferences.
- K. Recommends the hiring, retention, dismissal and assignment of teachers.
- L. Coordinates the regionalized and district severely handicapped programs.
- M. Coordinates identification and assessment of English Learners in Special Education programs.
- N. Coordinates referrals from the Early Start and P.A.C.T. Program and to the District's regionalized programs.

2. Consultation:

- A. Provide consultation to personnel in selection and utilization of appropriate assessment instruments and techniques.
- B. Provide consultation to personnel on innovative instructional methods, strategies and materials.
- C. Provide consultation to administrators and general and special educators in modifying general education programs to serve all students.
- D. Coordinate special education committees and assist in development of policies and procedures for special education programs.

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- E. Provide consultation to staff regarding specialized areas, as determined by supervisor.
 - F. Assist in special education program evaluation activities.
 - G. Provides assistance to the Director of Special Education and site principals with the recruitment of special education teachers and instructional assistants.
3. Curriculum Development:
- A. Develop or determine appropriate curricular resources needed for successful implementation of the IEP.
 - B. Demonstrate techniques and/or methods which enhance the educational progress of special education students.
 - C. Develop an evaluation process for selected resources.
4. Staff Development:
- A. Design staff development activities based on data collected through needs assessment.
 - B. Implement staff development programs and training activities.
 - C. Provide resources needed for staff development activities.
 - D. Provide formal and informal inservice with individuals and small or large groups.
 - E. Locate and train educators to share expertise and individual projects for personnel development.
 - F. Network with additional resources for staff development offerings:
 - State Department of Education
 - Institutions of Higher Learning
 - Other Program Coordinators
 - Community Resources
 - Local County and State Agencies
 - Professional Associations
5. Community Relations:
- A. Act as liaison to the Community Advisory Committee, California Children’s Services, Regional Center and other agencies.
 - B. Participate in development of parent education programs.
 - C. Communicate special education activities and information through newsletters, notices, memos, etc., to parents and staff.
 - D. Coordinates parent transition meetings and transition IEPs for students going to junior high school special education programs.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Minimum Qualifications

1. A valid elementary teaching credential.
2. A valid Special Education or Pupil Services credential qualifying the candidate for the position.

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3. Master's Degree in Education or equivalent degree.
4. Prior experience working in Special Education and/or Pupil Personnel Services areas.
5. Successful leadership experience.
6. Meets district standards for physical and mental health.

Desirable Qualifications

1. Knowledge of and commitment to contemporary management techniques.
2. Knowledge of elementary curriculum including highly developed competencies in at least one content area.
3. Ability to provide dynamic instructional leadership and to maintain effective channels of communication within the school and between the school and the community.
4. Ability to function as an effective member of the management team.
5. A well developed personal philosophy of education.
6. Understands child growth and development.
7. Knowledge of learning theory and the ability to assist teachers in its application.
8. Ability to plan, organize, coordinate, manage, and evaluate programs within the school.
9. Ability to represent the school with responsible, mature judgment, tact, and decisiveness.
10. Ability to effect positive change in staff and programs.
11. Administrative Credential
12. Five years experience in public schools of which not less than four years have been successful classroom teaching experience.

Additional Requirements

Mental Demands

- Language skills
Ability to read, interpret, apply and explain applicable laws, regulations policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups.
- Mathematical skills
Ability to apply concepts such as fractions, percentages, ratios, and proportions. to practical solutions; compute statistics, information and recommendations related to the financial affairs of the district; prepare clear, concise and complete financial information and reports.
- Reasoning ability
Ability to define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions; read analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex financial issues and problems, manage multiple projects simultaneously.
- Other skills and abilities:
Demonstrate knowledge of:
 - *Principles and practices of public and business administration functions, programs and services including organization, personnel, fiscal and instruction profit management.

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- *Fundamental application of data processing to business management
- *State and federal laws, codes and regulations applicable to business services of the district.
- *Budget preparation and control.
- *Principles and practices of administration, supervision and training.
- *Oral and written communication.
- *Plan and conduct validation studies and review of job-related selection instruments.
- *Train, supervise and evaluate assigned staff.
- *Conduct research, survey and special analyses.
- *Establish and maintain effective and cooperative relationships with others.
- *Assure compliance of policies and procedures with applicable and statutes and regulations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Body movement
Regular Activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- Lifting requirements
Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 50 pounds.
- Vision requirement
Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities and Working Conditions of Continued Employment

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of this position. Sulphur Springs School District encourages persons with disabilities who are interested in employment for this position and need reasonable

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accommodation of those disabilities to contact the Human Resources Department for further information.

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by Board: June 7, 2006