

**Chico Unified School District  
Coordinator, Special Education**

**DEFINITION**

Under the direction of the Director of Special Education, to assist in the planning, development, organization, and implementation of policies, regulations, guidelines, and procedure pertaining to the District special education program; to review, monitor and coordinate the functions and activities of special education program instruction personnel; and to do other related functions as directed.

**DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly taught in public schools, and coordination of special education programs, including designated instructional services, and instructional processes. The position classification performs decision analysis processes and makes decisions requiring the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, ancillary staff, parents and community members to communicate information, data, and alternative problem solutions. This is a position classification that performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sounds, near and far vision, depth perception, the ability to provide and receive oral information, and handling and working with instructional and assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**ESSENTIAL DUTIES**

- Plans, organizes and coordinates the District special education programs.
- Confers with, counsels, and advises management and instruction personnel concerning special education programs, instructional strategies, and other related activities.
- Attends and serves as chairperson, when necessary, of Individualized Education Program (IEP) teach meetings.
- Advises and offers recommendations concerning appropriate special education instructional methods, media, and materials.
- Plans, organizes, and conducts staff development and in-service training programs for instructional personnel to ensure that the instructional process meets the needs of the students with Individualized Education Programs (IEPs).
- Coordinates the assignment of instructional paraprofessionals with the Director of Special Education
- Reviews, researches, and prepares new materials and pilot projects pertaining to special education programs.
- Monitors the District's special education programs to ensure compliance with State or Federal laws, regulations, guidelines and requirements.
- Provides assistance and guidance to District and site personnel regarding the selection and utilization of special education instructional materials and equipment.
- Serves as a member of District committees as appropriate.
- Confers with and aids District and instruction personnel in the resolution of unusual and unforeseen problems, issues, and concerns pertaining to the special education programs.
- Serves as a liaison to special education community groups.
- Prepares program evaluation reports as required.
- Plans, organizes and coordinates special education information and data, storage and retrieval systems.
- Provides oversight to resource specialists, mild/moderate special day class teachers and designated instruction and services personnel.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- Principles, techniques, strategies, goals, and objectives of public education;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the District special education programs;
- Laws, policies, regulations, and operational procedures pertaining to special education programs and instructional delivery systems;
- State, Federal, and local community groups and agencies that provide assistance to students with disabilities and their families;

- Modern, innovative, and evidence-based curriculum and instructional strategies for students with disabilities;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques;
- Individualized Education Program (IEP) Team process and procedures.
- Effective instructional and behavioral strategies for students with Autism Spectrum Disorders, Severe Learning Disorders, and or Emotional Disorders.
- Knowledge of the service delivery models in special education
- Knowledge of the principles and techniques of behavioral management
- Understanding of common core state standards, general education curriculum, and RTI practices

**ABILITY TO:**

- Provide specialized resource support and coordination of special education programs;
- Analyze and assess program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions;
- Coordinate and participate in the evaluation of the District special education programs and activities;
- Communicate effectively in oral and written English;
- Establish and maintain effective organization, community, and public relationships;
- Understand and carry out oral and written directions with minimal supervisory controls.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**EXPERIENCE:**

Three years of successful teaching experience or related experience in a special education program, including coordination and supervisor experience, and the successful completion of a comprehensive administrative training program (may be in progress).

**EDUCATION:**

Equivalent to the completion of an earned Master of Arts or higher degree program from an accredited college or university in special education, pupil personnel services, or a related field.

**Certification Requirement**

- Possession of a valid California credential authorizing service as special education teacher or pupil personnel service provider.
- Possession of a valid Administrative Service Credential
- **License Requirement**

Possession of a valid California Motor Vehicle operator's license.

**Condition of Employment**

Insurability by the District's liability insurance carrier.

4/26/2015