

SPECIAL EDUCATION COORDINATOR

Job Goals:

To coordinate a Special Education program within a comprehensive high school, including the referral assessment-placement. Provide support to the Special Education staff.

The special education coordinator will coordinate IEP meetings; facilitate the IEP meetings as the administrative designee, and ensuring the completion, legal compliance and accuracy of IEP paperwork.

Performance Responsibilities and Duties:

- Facilitate the implementation of Special Education services for students on IEP's.
- Articulate and facilitate transition services for incoming freshman.
- Coordinate Special Education teacher, assignments and program design.
- Coordinate registration process for Special Education students.
- Coordinate services and contacts with outside agencies.
- Orient new staff members.
- Oversee maintenance of records related to Special Education Students (hard copies and electronic files)
- Monitors SEIS (Special Education Information System)
- Conducts training for teachers in the SEIS system and the accurate completion of IEP's.
- Interact with building staff regarding the Special Education program and regular classes.
- Keep updated on related laws.
- Contact parents regarding placement, curriculum and discipline problems.
- Responsible for minor discipline problems.
- Establish effective relationships with students, staff, and public.
- Other related duties.
- Responsible for the accuracy and completion of IEPs and ensuring parent's receive legal compliant IEP's
- Attend coordinator meetings with the Director of Special Education
- Serves as Local Education Authority (LEA) at IEP meetings or arrange for designee in their absence.
- Attends Special Education school department meetings and special education trainings
- Collaborate with guidance to review course placement to ensure compliance with IEP services.
- (Position is in transition; responsibilities may change.)

Report to:

Site Principal

Director of Special Education

Required Qualifications:

Valid California Special Education teaching credential.

Three years successful teaching experience in Special Education.

Demonstrated in-depth knowledge of related current practice, philosophy and law.

Desired Qualifications:

Masters Degree in Special Education.

Experience in supervisory/administrative roles.

Bilingual/bicultural