



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Special Education Coordinator	<b>Location:</b>	Student Services
<b>Reports To:</b>	Director of Student Services	<b>Supervises:</b>	Yes
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	11 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- Masters Degree in Education, Special Education, Curriculum and Instruction or a related field

### Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record
- IVP fingerprint clearance card through AZ Department of Public Safety
- Valid Teaching Certification through the Arizona Department of Education

### Summary

- Under direction of the Director of Student Services, the Special Education Coordinator will provide leadership to district staff while providing general and technical assistance to support the Special Education programs in LHUSD.
- The Coordinator will be responsible for ensuring compliance to local, state, and federal laws and regulations relating to special education.
- The Coordinator will oversee on-going training and recruitment programs for the district relating to special education.

### Qualifications

- Experience in special education settings
- Experience in mentoring and coaching teachers
- Ability to increase awareness of special education programs, including Child Find
- Ability to increase the mental health literacy of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders.
- Promote and foster resilience building and mental health well-being for all school aged youth.
- Provide positive behavioral health supports; targeted services to those who need more support; and intensive services to those who need them.
- Understanding of school safety best-practices
- Ability to coordinate with local and state community partners.
- Experience with multi-tiered support systems
- Experience with behavior interventions
- Personal qualities associated with good human and interpersonal relations.



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### Responsibilities and Requirements

#### School Support

- Serve as a resource to site and district administrators for program decisions, development, and individual student needs.
- Support district assistive technology, extended school year, alternative assessment, and special education curriculum programs in coordination with the Director
- Support to see that all legal requirements governing special education are addressed including 504 responsibilities.
- Attend and participate in school special education meetings.
- Schedules regular visits to school sites and conducts special education observations.
- Participates in the development and implementation of Special Education department policies and procedures relating to compliance.
- Creates and provides staff development aligned with compliance, federal and state mandates, and district and department procedures and goals.
- Participates in the planning and facilitation of teacher orientation and training.
- Supports the oversight and coordination of case load assignments for special education teachers and related service providers.
- Develops and supports systems to ensure that district staff complete appropriate training, including CPI, First Aid, and QPR/Suicide Prevention Training
- Assists in monitoring and evaluating instructional techniques of the special education teaching staff.
- Assists in the ongoing evaluation of existing programs and recommending changes and additions as needed.
- Assists in the coordinate home instruction for homebound or chronically ill students.
- Assists in the coordination in providing programs of a remedial nature to supplemental regular classroom instruction for those students with special needs.

#### Grants/Budget

- Provides input and support relating to all special education grants/funding including reporting and data collection.
- Active involvement in the annual budgeting process
- Implement proposed evaluation plan for outcome and performance measures and assimilate and submit all required forms, data, and reports in a timely fashion.
- Monitor Medicaid in Schools program and make recommendations as appropriate.
- Participate in all required grantee meetings, trainings, and conferences.

#### Community

- Expand partnerships and collaborations through informal agreements and formal memorandum of understanding/agreement(s).
- Establish collaborative relationships with families and community groups by serving as a resource and support.
- Provide guidance and information to families and community groups relating to special education.
- Encourage and promote district participation in an advisory board to include key stakeholders to support improvement in youth and family serving school-based mental health systems.
- Serve on district and community committees/groups as a representative of the district and department.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.
- Will work in-person on multiple campuses.
- Good health, physical stamina, fitness, and vitality



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### Other Information:

- This position is grant funded.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.