

BOARD OF EDUCATION

Kenneth Bell
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**DUARTE UNIFIED SCHOOL DISTRICT**

1620 HUNTINGTON DRIVE, DUARTE, CA 91010
Phone (626) 599-5000 - Fax (626) 599-5069

POSITION: COORDINATOR OF SPECIAL EDUCATION

DEFINITION: Reporting to the Director of Special Education, the Special Education Coordinator will support the District provision of special education services and support administrators, parents, and students with concerns related to the IEP process and compliance.

DIRECTLY RESPONSIBLE TO: Director of Special Education

ESSENTIAL FUNCTIONS:

May include, but are not limited to the following:

- Assist the district Director of Special Education to increase effectiveness of special education programs to provide educational benefit for students with disabilities.
- Support site staff to improve educational opportunities and outcomes to increase inclusive opportunities for students with disabilities.
- Assist in the development and implementation of processes and procedures for addressing CDE corrective action plan as needed to ensure that the district is compliant with the State and Federal mandates.
- Monitor psychological evaluations and IEPs for compliance assurance.
- Attend IEPs, as the LEA designee/representative, for students attending the different district programs and/or regional programs.
- Coordinate/Develop and schedule transition meetings elementary to secondary education.
- Attend Regional Center transition meetings.
- Attend necessary staff development activities.
- Attend appropriate SELPA meetings and maintaining effective collaboration with the SELPA staff.
- Attend as LEA representative for Pre-K (3 yrs.) IEPs and Pre-K transition IEPs.
- Assist in the scheduling and coordination of Extended School Year to ensure appropriate programs and services.
- Assist in the classified and certificated staffing.
- Assist in the development of SST/504 policy and procedures and monitor compliance and training of staff.
- Assist in the organization of professional development serving all students' needs.
- Coordinate and facilitate clinic meetings with psychologists and service providers.
- Maintain effective communication with staff regarding the students' IEP.

- Assist special education staff to develop and write IEP's designed to provide educational benefit.
- Recommend modification of IEPs as appropriate.
- Communicate with district personnel to secure special education information and records for students enrolled in district programs.
- Perform other related duties as needed.

MINIMUM QUALIFICATIONS:

- Appropriate, valid California Administrative Services Credential.
- Special Education or Pupil Personnel Services credential.
- Three years of successful special education experience working with students.
- Ability to participate in teamwork and shared decision-making.
- Excellent oral and written communicative skills.
- Demonstrated experience working with diverse populations, families, and community
- Proficient in technology.

SALARY: Salary compensation per AR4351 dependent on experience and years of service.

TERM OF ASSIGNMENT:

Full time – 12 months