

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1172

DISTRICT SPECIAL EDUCATION CURRICULUM COORDINATOR, PK-12

OVERALL RESPONSIBILITY

Under general direction, assist in coordinating the development, implementation, articulation, and evaluation of Modesto City Schools' PK-12 Special Education programs pursuant to guidelines established by the SELPA Director or designee.

SPECIFIC RESPONSIBILITIES

1. Assist in coordinating the development of the mild-moderate and moderate-severe instructional programs, PK-12. *E*
2. Assist in providing and recommending resources and materials related to research, State Standards/Frameworks, Core Content goals and objectives, and Universal Design for Learning, PK-12. *E*
3. Conduct meetings and in collaboration with the assigned administration, support site special education teams and departments in implementation of best practices, curriculum, and IEP goals and objectives. *E*
4. Assist in the identification of PK-12 Essential Core Content and Performance Standards and the development of district-wide common assessments, grades PK-12. *E*
5. Support and facilitate the selection of textbooks and other instructional materials. *E*
6. Support and facilitate the alignment of courses and course outlines. *E*
7. Support instructional coaches in the development and implementation of curriculum, scope and sequence, and instructional strategies. *E*
8. Support and/or provide training for administration of district and statewide assessments, monitoring of performance, and generation of next steps based on data review (i.e., benchmarks, DIBELs, CAA, etc.). *E*
9. Curate and disseminate data, reports, and information as needed. *E*
10. Facilitate and participate in curriculum map development, revision, and evaluation as needed. *E*
11. Support in the facilitation of Professional Learning Communities (collaboration) as needed. *E*
12. Create and facilitate professional development including, but not limited to audiences of parents, administration, site staff, and community members. *E*
13. Keep informed of research-based, best practices for supports in standards instruction and core accessibility for Students with Disabilities, including students who may also be English learners PK-12. *E*
14. Create, facilitate, and train in best practices for supporting students with disabilities in the general education environment. *E*
15. Communicate and support the District vision, mission, and goals. *E*

DISTRICT SPECIAL EDUCATION CURRICULUM COORDINATOR, PK-12 (continued)

16. Provide support with content-specific website/digital groups. *E*
17. Act as a liaison with curriculum companies and other outside agencies. *E*
18. Support Library Services with the ordering and delivery of materials. *E*
19. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

WORK YEAR

195 days per year: Generally, five (5) days before and five (5) days after the basic teacher work year schedule. Schedules may vary for Saturday professional development facilitated, as agreed upon by both member and supervisor.

SALARY

Certificated Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of State Standards/Framework and documents in Core Content areas.
- Knowledge of the District's core and supplemental instructional programs, including curricula adopted for Special Education programs.
- Knowledge of and ability to apply curriculum development, adoption, implementation and evaluation procedures.
- Knowledge of and ability to support the implementation and training of Universal Design for Learning.
- Knowledge of and ability to apply textbook selection, policies, and procedures.
- Knowledge of Special Education best practices, compliance, and IEP development, composition, and monitoring of educational benefit.

Education/Credentials

Minimum Requirements:

- Bachelor's Degree
- Valid California Teaching Credential in Special Education

Experience

Minimum Requirements:

- Three (3) years successful experience as a Special Education Teacher.

Desirable Qualifications:

- Successful experience as a general education teacher.

REPORTS TO:

Senior Director, SELPA or designee

Cabinet Approved: 2/11/20

Unit Approved: 2/12/20

Board Approved: