

# Special Education IEP Coach

## **Essential Duties/Responsibilities:**

The Special Education IEP Coach ensures compliance with state and federal guidelines pertaining to special education by assisting with the coordination and monitoring of evaluation timelines, case conference committee meetings, implementation of IEPs, and supplementary/related services.

Essential duties include but are not limited to:

- Conducts new teacher onboarding for IEP writing;
- Supports special education teachers and administrators in meeting the timelines for Individual Education Plan (IEP) development, annual Case Reviews, Evaluations, Re-Evaluations, 30-day Conferences, Manifestations, Case Conferences, and Progress on Goals;
- Conducts regular IEP audits to ensure compliance with federal and state law, as well as District special education policies and procedures;
- Manages the status of the Special Education Database;
- Facilitates the District's special education professional development;
- Monitors Federal Special Education Indicators;
- Creates and Sends Weekly Compliance Updates to special education teachers to flag compliance hot spots;
- Monitor and report out to special education teachers the school suspension, expulsion, seclusion and restraint, and academic data for students with special needs;
- Maintains and completes reports as requested by the District Department of Special Education;
- Supports special education teachers with special transportation requests, changes in placement, and communication with District Staff;
- Collaborates with the Special Education Administrators to determine compliance-related professional development and training needs;
- Perform duties assigned by the Special Education Administrators.

## **Core Competencies**

Critical core competencies for successful performance in this role are:

- Highly-developed communications skills (written/verbal) and interpersonal savvy
- Results/action-orientation; project management skills
- Organizational agility; developed negotiation skills
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Strong strategic analysis skills

## **Qualifications**

The successful candidate will be discrete, high-energy, agile-minded, strategic, proactive, a direct communicator, highly-organized and committed to the vision and values of the BUSD Special Education Department. In addition, the following standards will generally define the successful incumbent:

- Special Education credential;
- Is proficient in computer software including spreadsheets and has exceptional project management and data analysis skills;
- Strong understanding of federal and state special education rules, regulations, and practices;
- Broad knowledge of the theories, principles, practices and methodology of special education;

- Strong understanding of California special education policies, procedures and programs;
- Ability to be creative in developing alternatives to meet special education needs at each school;
- A track record of developing and maintaining strong working relationships with and among a diverse group of individuals;
- Excellent communication skills and strong analytical and writing capabilities;
- Close attention to detail coupled with the ability to exercise good judgment;
- Strong organizational, oral and written communication, and interpersonal skills;
- Proactive nature; able to anticipate conflicts before they arise;
- Ability to work well independently as well as collaboratively;
- Ability to execute meetings, calls and emails with professionalism, courtesy and accuracy;
- Personal qualities of maturity, humility, strong work ethic, sense of humor, and diligence; and
- Ability to effectively allocate and prioritize time to several tasks to ensure completion of all.

### **Supervisory Responsibilities/Direct Reports:**

The Special Education IEP Coach works directly with special education teachers and administrators to ensure BUSD maintain 100% compliance with federal and state special education law, supports with compliance training and direct coaching to teachers in need. This position has no direct reports.

### **Personal Work Relationships:**

The individual in this position works with a wide range of BUSD staff, partners, administrators and service providers on routine and diverse problems encountered to fulfill its special education duties. The individual must possess and employ a variety of personal and interpersonal skills in the discharge of the position's responsibilities. This position requires a positive attitude when dealing with staff and BUSD constituents. Good judgment, discretion and individual initiative are necessary for the effective discharge of the position's significant responsibilities.

### **Physical Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **Working Conditions:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

BFT TSA Position