

Job Description
MILL VALLEY SCHOOL DISTRICT

SPECIAL EDUCATION COORDINATOR

JOB SUMMARY:

Assist the Director of Student Services in the management and supervision of the District's Special Education program and staff. Consult with teachers, principals, and staff regarding referrals, assessments, resource materials, and evaluation procedures/instruments utilized in the area of special education for students in early intervention through eighth grade.

ESSENTIAL FUNCTIONS

- Provides clerical and administrative support to the Director of Student Services as assigned.
- Makes recommendations to the Director of Student Services regarding campus / staff needs.
- Observes, consults with, and assists Special and General Education Teachers, School Psychologists, Designated Instructional Service Providers, and Instructional Assistants for the purpose of monitoring staff activities and providing technical assistance in areas such as assessment, curriculum development, use of materials and equipment, and management of student behavior.
- Plans programs, coordinates curricular resources, develops and implements curriculum and evaluates effectiveness of programs for students with special needs.
- Assists Director of Student Services and/or site principal with interviews of applicants, recommends the hiring of staff, and evaluates staff performance.
- Assists with the planning and conducting of in-service training for all school staff with regards to special education and related services.
- Supervises, coordinates, and evaluates the District's Early Intervention Program.
- Assures that Individual Education Plans (IEP), evaluations and referrals for students with special needs comply with all federal, state, and local laws, regulations and policies. Oversees the district process for maintenance of eligibility folders, referrals, and evaluation timelines to comply with state and federal requirement.
- Reviews existing IEP of students who are new to the district, referrals and evaluations and participates in conferences with administrators, staff, parents, children, and other concerned parties to formulate recommendations for student placement and provision of special education services.
- Serves as administrator in complex cases district-wide to mitigate district risk. Involvement may include; providing guidance and support to site staff including site administration, providing guidance when a case may require substantial allocation of additional human and financial resources, and conducting meetings to prepare for complex IEP's that deal with eligibility, change of placement, dismissals, and re-evaluations as needed.
- Participates as needed in manifestation determination hearings and/or change of placement due to discipline and/or behavioral issues.
- Oversees transition of special education students between preschool, elementary, and middle school.

- Serves as LEA representative and district case manager for students who are placed in MCOE and NPS class settings.
- Assists Director of Student Services in preparation of budget recommendations and development of program goals.
- Responds to parent inquiries in writing, phone call, electronic, and in person. Addresses staff and public to elicit support and explain program goals and objectives.
- Coordinates eligibility assessments / FAPE obligations for students who are parentally placed in private schools.
- Assists district staff in the coordination of 504 meetings and compliance monitoring.
- Coordinates MVSD Extended School Year Program.
- Coordinates CDE focused monitoring and technical assistance, including SEIS and CALPADS reporting.
- Assists Director of Student Services with supervision of non-public agency providers / independent contractors that are providing services within MVSD.
- Assists Director of Student Services with provision of school based nursing services which may include allocation of staff resources and requests for home and hospital instruction.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

- Knowledge of laws and regulations governing Special Education
- At least 2 years experience working with Preschool/ Early Childhood Special Education Students
- 3-5 years of experience working as a Special Education teacher in grades PreK-8th
- Knowledge of curriculum planning for different age levels
- Experience working with SEIS and CALPADS
- Leadership Experience
- Ability to establish and maintain effective working relationships with administrators, teachers, parents, and other staff members

LICENSES AND OTHER REQUIREMENTS:

- California Administrative Service Credential
- California Credential authorizing services to Special Education Students
- California Driver's license
- Personal Transportation

Supervision/Evaluation: Director of Student Services

210 days / year
8 hours per day

Board Approved: _____

**MILL VALLEY SCHOOL DISTRICT
SPECIAL EDUCATION COORDINATOR
ANNUAL SALARY SCHEDULE
2020-2021**

STEP	
1	119,032
2	121,415
3	124,448
4	126,938
5	129,477
6	132,712
7	135,368
8	138,074
9	142,214
10	147,906

WORK YEAR

210 days; 8 hours per day

BENEFITS

Health, dental and vision benefits allowance at same rate currently provided by District to certificated staff. This position is not eligible for cash-in-lieu.

National Board Certification - \$1,000 per year

SALARY ADJUSTMENTS

3% Salary Increase effective 7/1/2020