

## MODESTO CITY SCHOOLS

REVISED

### Job Description

JC# 1173

### DISTRICT SPECIAL EDUCATION INCLUSION COORDINATOR, 7-12

#### OVERALL RESPONSIBILITY

Under general direction, assist in coordinating the development, implementation, articulation, and evaluation of Modesto City Schools' 7-12 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, 7-12 to design inclusive opportunities for students with disabilities. *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, 7-12. *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 to support inclusive practices. *E*
4. Support and facilitate the accommodation of textbooks and other instructional materials to support inclusion of students with disabilities. *E*
5. Support and facilitate the alignment of courses and course outlines. *E*
6. Support instructional coaches in the development and implementation of curriculum, scope and sequence, and instructional strategies to support inclusion. *E*
7. Support and/or provide training for inclusion practices, monitoring of performance, and generation of next steps based on data review (i.e., UDL, inclusion, co-teaching, etc.). *E*
8. Curate and disseminate data, reports, and information as needed. *E*
9. Facilitate and participate in inclusion schedule development, revision, and evaluation as needed. *E*
10. Support in the facilitation of Professional Learning Communities (collaboration) as needed. *E*
11. Create and facilitate professional development including, but not limited to audiences of parents, administration, site staff, and community members. *E*
12. 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 7-12. *E*
13. Create, facilitate, and train in best practices for supporting students with disabilities in the general education environment. *E*
14. Communicate and support the District vision, mission, and goals. *E*
15. Provide support with content-specific website/digital groups. *E*
16. Act as a liaison with curriculum companies and other outside agencies. *E*

## DISTRICT SPECIAL EDUCATION INCLUSION COORDINATOR, 7-12 (continued)

17. Support Library Services with the ordering and delivery of materials to support inclusion of students with disabilities. *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~~ 195-Day 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 teaching experience ~~as a Special Education Teacher~~.

##### Desirable Qualifications:

Successful experience as a ~~general~~ special education teacher or secondary education teacher.

### REPORTS TO:

Senior Director, SELPA or designee

~~Cabinet Approved: 4/26/21~~

~~Unit Approved: 5/26/21~~

Board Approved: 6/7/21

Cabinet Approved: 12/13/21

Unit Approved: 1/27/21

Board Approved: Pending Approval