

FORESTVILLE UNION SCHOOL DISTRICT

Job Description

SPECIAL EDUCATION AND STUDENT SERVICES PROGRAM COORDINATOR

The Special Education and Student Services Program Coordinator is a 183 day per year / 2 hour per day position under limited supervision of the Superintendent or designee. The Special Education and Student Services Program Coordinator provides coordination in the planning, implementation, and improvement of special education services, including special education, speech and language services, psychological services, occupational and physical therapy, and health services. The Special Education and Student Services Program Coordinator provides coordination of services for persons with disabilities under Section 504 and Americans with Disabilities Act (ADA).

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - California Certificate with a specialty endorsement
 - Master's Degree
 - 5 years successful experience
- **Knowledge of:**
 - Global understanding of special education as it relates to all phases of regular education
 - School budgets
 - State and Federal regulations in special education
- **Ability to:**
 - Provide staff training and development
 - Demonstrate confidentiality with both students and staff members
 - Effectively utilize office equipment

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Coordinate the activities of special education personnel
- Serves as contact for the Sonoma County SELPA, the West Sonoma County Special Education and Student Services Consortium, and for out-of-district student placements, non-public agency services, and transition programs.
- Serves as lead person and contact regarding state and federal compliance reviews of special education regulations
- Participates on behalf of the District in due process hearings and helps coordinate the District's legal representation during special education litigation
- Serves as a District liaison to other agencies in the area concerning the needs of special education students.
- Assists in developing a process for District-wide special education goal setting, including the Single Plan for Student Learning with the District Advisory Council
- Assists school Psychologist and other special education staff with placement and eligibility decisions
- Assists with contracts for special education services, i.e. physical therapists, sign language interpreters, etc., consistent with district procedures
- Attends special education team meetings, consortium team meetings, and school board meetings as needed
- Works closely with the principal/district administration in making decisions in serving special education students
- Attends IEP meetings as the District representative
- Serves on Student Study Team as a Special Education Team representative to explain testing and give input as to appropriateness of initial or additional testing
- Coordinates STAR test lists for RSP students and schedules rooms reservations as needed
- Responds to calls from parents when they have questions about special education services
- Completes record reviews when parents have requested assessments
- Facilitates IEP meetings
- Helps schedule Special Education staff meetings
- Takes parents on observations of classrooms
- Observes students and other programs outside the District
- Coordinates all aspects of Special Education Coordinated Compliance Review
- Keeps Medi-Cal records, claims Medi-Cal reimbursements, and other claims reimbursements

- Keeps records and submits speech-only (unduplicated) count claim to SELPA for funding

PAY SALARY - CERTIFICATED:

A copy of the current Salary Schedule may be requested from the District Office