

SUNNYVALE SCHOOL DISTRICT  
CLASSIFICATION DESCRIPTION

May 2006

**Coordinator of Special Education**

REPORTS TO: Director of Special Education and Pupil Personnel

WORK PERIOD: 219 Days

SALARY: Coordinator Salary Schedule

**PRIMARY PURPOSE:**

To assist the Director of Special Education and Pupil Personnel in design, supervision, and administration of an educational plan for students who require differentiated instruction.

**ESSENTIAL JOB DUTIES:**

1. Administers and supervises the Early Childhood Preschool Program.
2. Oversees the District's case management services.
3. Prepares documentation and provides testimony for District litigation cases.
4. Plans and organizes professional development options for certificated and classified special education and regular education staff.
5. Presents/facilitates staff development workshops as assigned.
6. Participates in the screening, interviewing and selection of Special Education staff.
7. Coordinates and facilitates Preschool and Special Education Councils.
8. Represents the District at SELPA and County Special Education meetings/trainings as assigned.
9. Supervises and evaluates Special Education staff as assigned by the Director of Special Education and Pupil Personnel.
10. Provides consultation to administrators regarding to the Special Education process, Student Study Teams (SST), and Section 504 plans.

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11. Organizes, analyzes, and synthesizes relevant data on students with disabilities to be utilized in District decision-making regarding staffing configurations and program capacity.

12. Assist the Director of Special Education and Pupil Personnel in the planning and implementation of the department budgets.

13. Perform other related responsibilities as assigned.

### **LOCATION:**

District Office

### **WORKING CONDITIONS:**

Work collaboratively with all District Office department and school site personnel.

### **QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities**

- Demonstrate leadership skills.
- Demonstrate knowledge of special education funding sources, constraints, and impact.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations, laws, state and federal mandates related to special education and student services.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

#### **Education and Experience:**

Appropriate Administrative Credential.

Administrative experience.

Masters Degree.

Minimum of three (3) years teaching experience in the area of Special Education and /or Pupil Personnel.

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Licensing and Certification

Valid California Driver License

### **EVALUATION:**

Evaluation responsibilities are assigned to the Director of Special Education and Pupil Personnel.

*The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*