



Special Education Coordinator

Job summary

Supports students within special education in grade spans 1st-6th or 7th-12th in an environment that nurtures the children's academic, social, physical, emotional and spiritual needs; in an environment that challenges each child to reach his/her fullest potential, in accordance with the Montessori philosophy and California State Education curriculum benchmarks.

Works closely under the supervision of the Site Principal and the Superintendent, including, but not limited to, supervision and evaluation of staff, administrative support as needed for specialized programs, assistance with due process hearings, overs and the facilitation of student placements. This position also provides coordination and oversight of site specific services for students with Individual Education Plans (IEP) in residential and non-public schools (NPS). Designs and delivers training in the area of mental health for parents and district staff.

Essential Duties and Responsibilities

The list of duties and responsibilities are not listed by importance or priority. Other duties may be assigned:

- Develop Individualized Education Plans and manage the learning experiences for students within special education to ensure the needs of the groups and individual students are met.
- Serve Specialized Academic Instruction, collect regular data to inform instruction, participate in goal writing and implementation, write and facilitate IEPs as necessary.
- Assist students toward self-directed learning, executive functioning and normalization
- Create and implement individualized lesson plans and communicate with team members (teachers, parents, and providers etc) regularly
- Participate in professional activities designated by the Director or Coordinator of Special Education, which may include workshops, curriculum development, retreats, meetings, planning, and other professional pursuits.
- Attend all pre-announced staff meetings and professional sessions, including staff, department, committee, and evening parent meetings.

- Work to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress.
- Maintain and develop knowledge of current Special Education regulations and best practices
- Provide professional development, consultation and resources to special education teachers regarding placement, curriculum, and procedures.
- Analyze assessment results to drive instruction and IEP development
- Schedule and facilitate IEP meetings in a collaborative and professional manner and translate meetings when necessary
- Support general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs
- Create and maintain Special Education documentation as required by federal, state, and district regulations (e.g. Sonoma County SELPA and HTOMS).
- Develop and assist with appropriate behavior management techniques for students with special needs
- Mentor, Support and Supervise Educational Specialist and Special Education Assistants at assigned school site.
- Manage school's caseload and/or provide guidance to education specialists at the site on the development of Individual Education Programs and Individual Transition Plans in accordance with federal, state and district standards
- Manage school's IEP caseload in district's data management program (i.e. SEIS)
- Ensure IEP timeline compliance of caseload
- Manage relationships with outside vendors to ensure students receive all individually prearranged IEPs services (i.e. School Psychologist, Occupational Therapy, Language and Speech, etc.)
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them updated of student progress
- Influence the Response to intervention (RTI) and Student Success Team (SST) process
- Manage and/or assist with the development of 504 plans at assigned site
- Share in the rotation of arrival and dismissal responsibilities with other site faculty
- Other duties/projects as assigned by school administrator

Education and/or Experience:

- Master's degree from an accredited university
- Valid California Education Specialist Credential Mild/Moderate with English Learner Authorization
- 3+ years of experience working with students with special needs.
- 2+ years of experience in lead or supervisory role

Qualifications:

- Experience teaching within a Special Education environment and working with parents, teachers and administration.

- Knowledge and skill in instructional principles, methods and techniques of Special Education- Serving Specialized Academic Instruction, collecting regular data to inform instruction, goal writing and implementation, experience writing and facilitating IEPs
- Skill in obtaining, clarifying and exchanging information.
- Skill in overseeing and coordinating with related service providers (Speech,OT etc
- Skill in behavior management.
- Skill in handling student discipline.
- Ability to organize and coordinate activities.
- Ability to serve as role model and treat students as individuals in a professional manner.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with a variety of people in a multicultural, diverse socio economic setting.
- Ability to fully participate as a team member in a professional learning community.
- Ability to learn about and embrace and incorporate Montessori philosophy.
- Record of continuous professional development.
- Attuned to variations in learning style of individual students and willing to adapt to them.
- Demonstrated enjoyment and understanding of children.
- Demonstrated ability to write proficiently, speak in public and work with adults.
- Computer proficiency including Word, Excel, PowerPoint, E-Mail and internet research.

Other Qualifications:

- The ability to establish and maintain, foster, positive, and harmonious working relationships with those contacted in the performance of duties.
- The teacher must maintain the health and energy level needed to work with students.
- The teacher must maintain a positive, open, and professional attitude toward other staff members, parents, and students.
- The ability to handle challenging situations with evidence of maturity and good judgment. Must have openness to learn about the Montessori philosophy, the school's mission and objectives and be able to implement these philosophies. Must be able to serve as a model of behavior and philosophy to students, parents, and the support staff.
- Able to work effectively as a member of a team.