



EMPLOYMENT OPPORTUNITIES

MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DIVISION: 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500 ext. 17302 - WEBSITE: www.mvUSD.net

COORDINATOR

Special Education, Moderate/Severe Disabilities

Application Deadline: May 6, 2026 @ 4:30 p.m.
Salary Range: **\$152,018 - \$184,779**
Workdays: 218 Days
Fringe Benefits: Medical, Dental, and Employee Life Insurance

CERTIFICATED MANAGEMENT VACANCY

APPLICATION PROCEDURE

APPLY ONLINE AT:
www.EDJOIN.ORG

The following items are required by the application deadline:

- A completed **EDJOIN Certificated management application**
- Letter of introduction
- Current resume
- Three letters of recommendation (signed **AND** dated within the last 3 years) **NO** Electronic Signatures accepted
- Copy of valid detailed California Administrative Service Credential with expiration date OR Certificate of Eligibility for Administrative Services
- Copy of valid detailed Clear California Teaching Credential with expiration
- Proof of Education (copy of diploma or transcripts w/ BA & MA awarded dates)

NON-DISCRIMINATION POLICY

Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:
Title IX Coordinator
Dr. Khaleelah Lewis-Wilkins
klewis@mvusd.net
Title II/ADA Coordinator
Omar Marquez
omarquez1@mvusd.net
Section 504 Coordinator
Philip Peeples
ppeeples@mvusd.net
Moreno Valley Unified School District
25634 Alessandro Blvd.
Moreno Valley, CA 92553 Phone
951-571-7500

FINGERPRINTING

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

DEFINITION

Under the direction of the Executive Director, SELPA Services, the Coordinator will supervise and facilitate programs for ages zero (0) to twenty-two (22). These areas include but are not limited to: Low Incidence, Special Education Limited English Proficient (SpEdLEP), Search and Serve Referrals, Staffing and Placement for Programs 0 to 22, Deaf & Hard of Hearing, Vision Impairment, Autism.

RESPONSIBILITIES

- * Administers, supervises, and coordinates related services personnel, (DHH, OI, VI, O&M, OT and PT).
- * Supports administrators, classified staff, and families with regard to the development of appropriate IEPs, supports, and services to support students in the least restrictive environment and to comply with federal and state regulations.
- * Coordinates the activities of assigned district office employees; appraises performance; provides for technical direction and guidance; makes employment transfer, and reassignment recommendations.
- * Prepares, recommends, and monitors budgets and staffing allocations for assigned programs.
- * Supervises program specialist(s) and SELPA classified staff.
- * Provides leadership and consultation to related services staff on diagnostic, eligibility, and direct services matters.
- * Assesses current trends, philosophies, and compliance guidelines in order to develop programs and recommend necessary modifications.
- * Remains current on laws regarding special education and recommends proper controls to assure the district is in compliance with laws and regulations.
- * Writes and/or assists in the writing of proposals for state and federal projects in areas relevant to related services.
- * Participates as a member of the Educational Services team for problem solving and coordination of preschool - Adult programs, policies, and services.
- * Provides implementation strategies for the students identified as SpEdLEP.
- * Develops and recommends policies, procedures, and regulations for related services and due process.
- * Provides information and guidance to principals and other district personnel regarding implications and ramifications of federal and state laws, district policies, procedures, and programs.
- * Coordinates internships in related service positions.
- * Monitors and evaluates programs and services for students with moderate/severe and low incidence disabilities served in and out of district programs.
- * Supervises and provides in-service for the special education clerks.
- * Evaluates and proposes improvements and expansion of services to meet the growing needs of the schools.
- * Consults with Child Welfare and Attendance specialists and principals regarding discipline and behavior management.
- * Participates in the development and implementation of district goals, objectives, and procedures related to Special Education programs and other disciplines.
- * Performs other related tasks as assigned by the Executive Director, SELPA Services.
- * Monitors and projects expenditures.
- * Projects staffing based on program needs and income allocations.
- * May represent the district as the Executive Director's designee at SELPA meetings and at special county committees.
- * Work collaborative with SELPA administrative staff, to provide, plan, and oversee the extended school year program



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Special Education, Mild/Moderate Disabilities

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QUALIFICATIONS

Knowledge of: Principles, techniques, strategies, trends, goals, and objectives of comprehensive curriculum and instructional services programs; related services, special education programs and due process procedures; special education programs for students with moderate/severe and low incidence disabilities; philosophical, educational, and legal aspects of public education; modern management organization and coordination processes; program planning and evaluation.

Ability to: Effectively and efficiently plan, organize, and implement assignment areas; provide support, assistance, and expertise in resolving unforeseen or unusual problems; communicate effectively in oral and written form, establish and maintain effective organizational, community and public relationships; develop, utilize, and implement a team concept in the decision-making process; provide staff development.

Experience/Education: A minimum of five (5) years of teaching or related certificated experience, preferably in special education; with leadership experience at the district or site level providing assistance in special education, psychological services, related services and/or due process. Success as a member or leader of a multidisciplinary team.

Completion of a Master's or higher degree from an accredited college or university in a field related to above-stated responsibilities.

Must possess a valid California Administrative Service Credential. Also required is a valid California clear teaching or related services credential.

Other: Must possess a valid California Driver's license during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

Preferred Qualifications: Ability to speak, read, and effectively communicate in Spanish.