



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Educational Specialist Special Education Local Plan Area (SELPA)</b>	<b>#5064</b>
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<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>
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### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid Special Education Credential, Master's Degree, Clinical Services Credential, Health Services Credential, or Psychologist authorization.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Specialized training in at least two areas of special education curriculum and instruction. Five years of special education experience. Administrative Credential preferred. Possess a Bachelor of Arts Degree and a valid California Teaching Credential. Five years of experience working in a related field. Two years of special education administrative experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Special Education Credential, Clinical Services Credential, or Health Services Credential. Knowledge of: special education laws, codes and regulations; skills in behavior management, general education, curriculum, current trends, inter-agency relationships, and effective methods of program coordination. Develop, maintain, and update various manuals regarding policies, procedures, and best practices.

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Special Education, the Educational Specialist works with personnel in the SELPA districts and the County Office of Education in developing and coordinating regional and local in-service trainings. Must have an in-depth knowledge of disabilities and the interpersonal skills to work with personnel in the SELPA districts and the County Office of Education.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services,

operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assist SELPA districts in locating appropriate programs and services for individual pupils.
14. Provide coordination, consultation, and program development in assigned areas.
15. Observe, consult, and assist special education teachers in planning and implementing individual education programs for children with disabilities.
16. Assist SELPA districts with non-public, non-sectarian, and state school placements when appropriate.
17. Participate in reviewing the effectiveness of programs for individuals with exceptional needs.
18. Assist with development of innovative methods and approaches.
19. All other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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