



**COORDINATOR II – ASSESSMENT/TRANSITION  
DIVISION OF SPECIAL EDUCATION**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Director II, Special Education

**ESSENTIAL FUNCTIONS:**

1. Coordinate and supervise the Child-Find activities including incoming referrals for the Division of Special Education, including coordination of services and programs.
2. Serve as liaison between, districts, schools, various outside agencies and the Division of Special Education's internal programs providing information, resources, and technical support for placement and transition services.
3. Organize, supervise, train, and evaluate assigned staff including school psychologist, assessment speech and language therapist, assessment school nurse and classified clerical staff.
4. Organize and facilitate transition activities and Individual Education Plans (IEPS) to uphold Least Restrictive Environment opportunities, including but not limited to, working with referring district to observe student in current placement, attending IEPs and discussing options for county placement as needed.
5. Coordinate and supervise Home and Hospital Instruction ensuring Least Restrictive Environment opportunities with districts and internal programs.
6. Participate in regular program, division, and department meetings, professional learning and activities as assigned.
7. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in special education curriculum, and staff development.

2. Willingness to abide by the policies and procedures of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
3. Skills to manage work load, set priorities and evaluate progress toward outcomes.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to serve as a leader in developing, promoting and improving instructional practices and educational programs which improve special education outcomes for children.
2. Proven ability to analyze situations accurately and adopt an effective course of action.
3. Ability to provide leadership in committees and special projects within special education, interagency and parent groups.
4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to establish successful working relationships and rapport with individuals and groups.
6. Ability to articulate ideas and information effectively to others.
7. Ability to work effectively with diverse individuals and groups.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

## **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Administrative Services Credential (or be eligible for an administrative preliminary, intern, or waiver credential and obtain and maintain that credential upon receiving a job offer).
2. Valid California teaching credential(s) in special education or other related services credential.

3. Master's or doctoral degree from an accredited college or university.
4. Evidence of continued professional growth.

B. Experience:

1. Successful experience as a teacher, specialist and/or administrator in the field of special education.
2. Successful experience related to staff management and program development.

CP: ac  
6/8/2023

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