



**COORDINATOR II
SPECIAL EDUCATION**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Support and Assessment

ESSENTIAL FUNCTIONS:

1. Act as a resource to the Division of Special Education regarding the implementation of the Common Core State Standards and how it relates to the Individualized Education Program (IEP) development for students within the division's programs.
2. Lead the division in the preparation for and implementation of all student assessments required by the California Department of Education or other supporting agency.
3. Based on direction of the division's management team and its professional development committee, will coordinate, conduct and/or facilitate professional development workshops and trainings.
4. Coordinate the supervision and training of the division's participating teachers and support providers in the Beginning Teacher Support and Assessment (BTSA) Induction Program and/or the Clear Education Specialist Induction Program (CESIP).
5. Coordinate the supervision and training of the division's intern teachers and their intern mentors to meet state guidelines for hours of support. In that capacity, works with institutions of higher education as necessary to provide appropriate support to the teachers.
6. Assist the division's assigned classified support personnel in understanding the CALPADS system and how it relates to state reporting and state testing. Work with appropriate personnel to develop and implement efficient methods of moving information from one database to another to increase consistency.
7. Represent the County Office at professional meetings.
8. Provide support to the division's directors, coordinator II, and/or the program principals and vice principals as directed.
9. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Knowledge of and ability to stay abreast of current trends, innovations and practices.
 2. Ability to work and communicate with people effectively and cooperatively.

3. 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.
 4. 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. Interest in and knowledge of instruction and curriculum development as evidenced by prior professional experiences.
 2. Possession of a broad range of pedagogical skills.
 3. Ability to make decisions based on a sound educational philosophy.
 4. Ability to establish appropriate working relationships and rapport with individuals and groups.
 5. 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. Must hold an appropriate administrative credential.
 2. Must hold a master's degree earned at an accredited college or university.
 3. Must hold an appropriate California Special Education teaching credential(s).
- B. Experience:
1. Successful experience in classroom teaching, preferably with population(s) of students with disabilities.
 2. Successful experience in a supervision role at a school site or district/county office preferred.
 3. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs specifically for students with disabilities.
 4. Successful experience in coordinating and conducting professional development activities.
 5. Experience in curriculum development and/or supervision.
 6. Experience that indicates knowledge of current school reform principles, theory and instructional techniques.