

SAN YSIDRO SCHOOL DISTRICT

TITLE: Coordinator of Student Services REPORTS TO: District Administrators

DEPARTMENT: Pupil Services

CLASSIFICATION: Management (225 days)

FLSA: Exempt

SALARY: Management Salary Schedule

Revised:

Board Approved: January 27, 2022

BASIC FUNCTION: Under the direction of the Assistant Superintendent & the Director of Special Education the Coordinator of Student Services is responsible for the coordination of assigned special education and pupil services components and overall program assistance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Plans programs, coordinates curricular resources, and assists in evaluating the effectiveness of programs for individuals with exceptional needs.
- Assists in planning and implementation, and participates in staff development, program development, and innovation of special methods and approaches of staff development activities at school, District, and SELPA levels.
- Facilitates meetings, processes, etc. (e.g. IEP's, ITP's, staff development) for the purpose of implementing and maintaining programs and services which achieve the district's desired objectives.
- Assists staff in developing instructional objectives and techniques for the purpose of implementing effective IEP's for individuals with exceptional needs.
- Assists with personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.
- Assists in the development of proposals, new programs, budget and grants for the purpose of meeting District goals.
- Coordinates contracted services for the purpose of delivering services in compliance with established guidelines.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Coordinates transition for students who receive services under Part C (ie. SDRC) to Part B (LEA)
- Provide counsel as needed to parents, pupils, and school personnel in matters relating to child welfare, discipline, attendance, and the Education Code.
- Coordinates and supports the implementation of full service community schools initiatives with local agencies to support on site services to student and families (eg. Promise Neighborhoods Grant, etc.)
- Ensure implementation of Section 504 procedures for all schools

- Assist schools in proper coordination of Student Study Teams (SST)
- Coordinate GATE (Gifted and Talented Education) testing and program for the district.
- Assist schools and provide leaderships for Multi-Tiered Systems of Support (MTSS)
- Assist schools and provide leadership for Positive Behavior Interventions and Support (PBIS)
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback and providing staff development for certificated and classified special education and non-special education staff.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Supervises and evaluates assigned certificated and classified staff.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provide school support as needed.

KNOWLEDGE

- Demonstrated knowledge of special education curriculum and programming, State and Federal education laws and regulations, and district policies.
- Demonstrated knowledge of best practices in curriculum and instruction, assessment, program evaluation, evidence of classroom effectiveness, budget management, and data analysis.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: common disabling conditions of children; stages of child development; strategies and methodologies for educational settings and special education law.

ABILITIES

- Ability to lead strategic educational initiatives that result in measurable improvements in student achievement.
- Ability to apply knowledge of current issues and trends in special education programming.
- Ability to effectively present information and respond to questions from groups, parents, and the general public.
- Ability to relate well and work collaboratively with stakeholders.
- Ability to work with a significant diversity of individuals and/or groups.
- Ability to adapt to changing work priorities.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Certificate of Eligibility or California Administrative Services Credential
- Bachelor's degree in Special Education or related field is required.

- Minimum of three (3) years successful experience as a special education teacher, school psychologist, school nurse, speech and language pathologist or other related certificated field.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Master's degree in related specialized area

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.