

# RIALTO UNIFIED SCHOOL DISTRICT

# COORDINATOR, SPECIAL EDUCATION Management Job Description

#### **DEFINITION**

Under the direction of the Lead Special Services Agent, to plan, organize, and coordinate the special education instructional training program design and delivery systems to ensure optimal educational opportunities and growth experiences; to assist in the planning, organization and coordination of research and

and expertise in assessing, identifying, formulating, and implementing the District special education is in compliance with state and federal legal mandates and guidelines.

in the development of processes, strategies, and feasibility planning and recommends the necessary respurces in order to achieve the special education result expectancies.

ng, diganization, development, and conduct of a variety of staff development and in-service training

nicat on feedback systems and processes for monitoring and auditing the special education program

ng, reonitoring and review of special education teachers and instructional assistant's functions and

ng a d conduct of research and development activities, including the projecting, planning, and special education service programs, functions, and activities.

organization, and implementation of special education budget planning guidelines and procedures, itrol strategies.

proce tures and guidelines for special education areas.

ent information and records systems necessary for completion of required county, state, and federal

et liai on with other public and private agencies providing services to the students with disabilities.

ates the efforts to acquaint District admd

ess.

Performs other duties as assigned.

A complete job description can be found on our website at www.rialto.k12.ca.us.

#### **QUALIFICATIONS**

#### Knowledge of:

Principles, practices, trends, goals and objectives of public education.

Philosophical, educational, fiscal, and legal aspects affecting a special education operation program.

Organization, planning, and program evaluation strategies, techniques, and procedures.

Curriculum and instruction, and design and delivery systems specific to special education.

Research and development strategies, processes, and techniques.

Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.

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#### Ability to:

Plan, organize and coordinate the District special education program.

Aid in the planning, development, and implementation of budget planning, and expenditure control processes and procedures.

Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions.

Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication.

Establish and maintain cooperative organizational, public, and educational community relationships.

Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

### **Experience and Education:**

Master's degree from an accredited university;

Valid California credential:

Valid California Administrative Credential K-12;

EL authorization or equivalent if applicable;

Three (3) years outstanding Certificated experience;

One (1) year of Administrative experience required;

Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

#### PHYSICAL DEMANDS

#### Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

#### Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to

# Must be able to deal with these environmental considerations:

Heat: Has own controls Fluorescent lights: Yes

Odor: Yes Floor may be slippery at times: Tiled areas

Noise: Yes Working in close quarters with others: Yes, all the time

Humidity: Occasional Working inside: 95% of the day Moisture: Occasional Working outside: 5% of the day

#### This job requires:

Alertness: Constantly
Attention to detail: Constantly
The use of two hands: Constantly
Recall of names and dates: Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

# Ability to deal with psychological factors:

Team work: Constantly

Frustration: Moderate - depends on the time of year

Repetitive tasks: Yes, signature

Level of responsibility: High Must keep up with schedule: High

Able to work extended hours as needed: High

Dealing with upset employees, parents, community members: Moderate

# **Physiologic factors:**

Must maintain a high level of consciousness:

Orientation to time, place or person:

Ability to read at 12<sup>th</sup> grade level:

Ability to comprehend and follow directions:

Able to keep up a high activity level during the shift:

Yes

rlw: 11/2017