

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

BASIC FUNCTION

Under the direction of the SELPA Director, the SELPA Coordinator shall provide support and assistance to Local Education Agency (LEA) special education personnel and families regarding program development, legal technical assistance, parent engagement and instructional strategies. The Coordinator will support LEAs in making educational placements in alignment with the mandates outlined in Individual with Disabilities Education Act (IDEA) and will participate in county-wide activities related to programs and services of the SELPA.

ESSENTIAL DUTIES

- Assists in the identification, planning, and implementation of policies and procedures to support SELPA activities;
- Provides support and technical assistance to directors, program specialists, and special education and general education staff, agencies, and non-public schools/agencies (NPS/NPA);
- Provides technical assistance and advises LEAs in matters related to compliance complaints, mediations, due process hearings, verification reviews, and focused monitoring;
- Provides interagency liaison services between LEAs, NPS, county operated programs and other programs to ensure appropriate educational services to students with disabilities;
- Plans and coordinates the development of SELPA-wide professional development programs;
- Serves as a resource and liaison to IEP teams regarding placement consideration in unique and difficult cases; participates as a member of an LEA/county IEP team meeting, and participates in the development of student's IEP, when requested by the LEA;
- Coordinates SELPA-wide needs assessment for the purpose of gathering information for professional development activities;
- Assists in the training, implementation and monitoring of Alternative Dispute Resolution Programs;
- Provides training and consultation on the use of new and innovative methods, strategies, and materials that enhance the education progress of special education students;
- Coordinates the activities of the Parent Resource Council – Community Advisory Committee;
- Provides and coordinates information and training to parents groups and community agencies regarding Special Education programs, services and procedures;
- Advises LEAs preparing for Compliance Reviews, including SESR, Verification Reviews and compliance investigations when appropriate;
- Supervises and evaluates SELPA support staff to ensure quality services are provided to LEAs, NPS/NPA, community partners, and parents
- Maintains professional competence through participation in professional development and professional growth activities;
- Coordinates and supervises the Low Incidence Fund budget, materials and equipment and the LIF Committee activities;
- Assists in the management of assigned budgets;
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles, theories, standards, practices, and procedures involved in enhancing learning and achievement for students with disabilities;
- Effective evidence-based instructional techniques and strategies for students with disabilities;
- IEP planning process and continuum of program options;
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of SELPA students;
- Local, State and Federal standards and requirements governing special education and IDEA;
- Recent developments, current literature, and sources of information related to special education services, planning, and administration;
- Local, State and Federal standards and requirements governing transition from Part C to Part B (Early intervening services to school age services);
- Special education funding model;
- Common Core State Standards;
- SEIS and CASEMIS information systems.

ABILITY TO:

- Facilitate groups in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Prepare and deliver oral and PowerPoint or other visual presentations;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Communicate effectively orally and in writing;
- Apply appropriate interpersonal skills such as tact, patience, and courtesy;
- Analyze situations accurately and identify potential effective course of action;
- Resolve conflicts with positive results in a timely manner;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work in order to meet deadlines;
- Prepare and maintain various records, reports and files;
- Utilize computerized information systems, data base and word processing software.

REQUIRED QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Master's degree in Special Education, Education, Psychology or related field from an accredited college or university;
- Minimum 5 years teaching and/or relevant work experience in special education;
- Increasingly responsible administrative/coordination experience working with educational programs and services.

DESIRED QUALIFICATIONS:

- Experience as a Director, Program Manager, Program Specialist, Program Coordinator, Teacher on Special Assignment related to Special Education or other administrative and program support positions.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential or meet the criteria to obtain one
- Valid Teaching Credential in the area of Special Education or related field
- Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.
- Ability to drive or travel to LEAs and NPS partners throughout San Mateo County and Santa Clara County

Work Year: 230 days