

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

BASIC FUNCTION

Under the direction of the SELPA Executive 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, family engagement, and instructional strategies. The Coordinator will support LEAs in serving students with disabilities 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, coordinators, program specialists, and special education and general education staff, agencies, and non-public schools/agencies (NPS/NPA);
- Provides technical assistance for member LEAs in matters related to compliance complaints including SESR, 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, supports, and coordinates the development of SELPA-wide professional learning opportunities;
- Serves as a resource and liaison to IEP teams regarding placement consideration in unique and difficult cases; facilitates IEP meetings through the SELPA's ADR program, and advises 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 learning activities;
- Provides training and consultation on the use of new and innovative methods, strategies, and materials that enhance the educational progress of students with IEPs;
- Assists with training requirements for Required Corrective Actions named in Compliance Complaints, when necessary;
- Supports LEA development of plans to address disproportionality and significant disproportionality as determined by CDE;
- Provides training and consultation with LEAs to incorporate goals and actions that support the outcomes of students with disabilities in school and district wide plans;
- Collaborate with SMCOE teams to align work that supports outcomes for students with disabilities in implementation of system changes;
- Maintains professional competence through participation in professional learning and growth 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 students within the San Mateo County SELPA;
- 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: including IDEA Part C to Part B, and adult transition;
- Special education funding model;
- Common Core State Standards, Curriculum Frameworks, and ELD guidelines;
- SEIS and CALPADS 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 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 timelines;
- Work independently with little direction;
- Plan and organize work in order to meet deadlines;
- Prepare and maintain various records, reports, data, and files;
- Utilize computerized information systems, database 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 Preferred, meet the criteria to obtain one, or other appropriate certification as determined by the SELPA and HR Department
- Valid Credential in the area of Special Education or related field
- Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Sitting or standing for extended periods of time;
- Hearing and speaking to exchange information and make presentations
- Ability to drive or travel to LEAs and NPS partners throughout San Mateo, San Francisco, and Santa Clara Counties

Work Year: 230 days