

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**COORDINATOR II, GENERAL EDUCATION AND SPECIAL EDUCATION
INFANT/PRESCHOOL SERVICES**

DEFINITION

Under the direction of the Director II, Early Childhood Programs, General and Special Education, the Coordinator, General Education and Special Education Infant/Preschool Services, supports the general education and special education programs of the District by planning, organizing, supervising, and coordinating the infant and preschool instructional programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Plan, develop, implement, and evaluate developmentally appropriate curriculum and programming for students in special education receiving infant and preschool services.
2. Consult with teachers, counselors, psychologists, district nurses, related service providers and administrators regarding articulation and alignment of services.
3. Consult with private and public agencies and professionals regarding educational support programs for students.
4. Coordinate student and family assistance programs with interdepartmental agencies and youth services as needed.
5. Coordinate and ensure the submission of state and federally required reports, including compliance and state quality assurance program reviews related to student support.
6. Develop, submit and manage grant applications, funding proposals and contracts as necessary.
7. Maintain compliance with state and federal mandates, including IEP and IFSP requirements, assessment requirements, and reporting requirements.
8. Collaborate with school site administrators, and Education Services and Student Support Services personnel regarding the delivery of academic, social-emotional and behavioral services.
9. Support site facilitators, general education and special education teachers and instructional assistants.
10. Provide oversight of infant services and special education preschool placements at school sites.
11. Provide training to administrators, certificated and classified staff, and parents/guardians in matters pertaining to student support services and Early Childhood
12. Partner with Special Education and site administration on MTSS supports, SST processes, and appropriate interventions and assessments.
13. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
14. Oversee and evaluate the Preschool Assessment Team.
15. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adherence to District, state, and federal educational and professional standards.

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16. Establish, maintain and nurture professional relationships with parents/guardians, community members, students, and school related outside agencies.
17. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
18. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; current trends and research concerning the growth and development of school-age students; child and adolescent guidance principles and practices; community relations; effective oral and written communication skills

Ability to: Demonstrate effective, organizational, and administrative leadership; coordinate a comprehensive early intervention system of special education and related service support for students with IEPs; read, interpret, apply, and explain rules, regulations, policies, and procedures; train and instruct others in performance of their duties; supervise, evaluate, counsel, and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; demonstrate organizational, time management, analytical and problem solving skills; maintain effective relations with community agencies; serve as a resource to instructional and management personnel and community youth service agencies; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years successful site or District leadership.

Credential: Valid California Pupil Personnel Services Credential (Counseling) *or* Education Services Credential; Valid California Administrative Services Credential.