

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**COORDINATOR
SPECIAL EDUCATION PROGRAMS**

DEFINITION

Under general direction, plan, organize, coordinate, and oversee special education programs and services to support student participation in educational programs.

EXAMPLES OF DUTIES

- Plan, organize and implement Occupational Therapy (OT), Physical Therapy (PT) Home Hospital Instruction (HHI), Assistive Technology (AT), Vision Impaired (VI), and Orientation and Mobility (OI) services for school age populations in the educational setting.
- Coordinate, support and monitor the Medi-Cal LEA and Medi-Cal Administrative Activities (MAA) Program.
- Supervise, monitor, and evaluate the assessment and services provided by OT and PT staff.
- Provide ongoing guidance to OT, PT, HHI, AT, VI and OM staff and advise IEP teams regarding District policies, legal compliance, and best practices.
- Advise and support principals and education teams regarding complex cases and service delivery in alternative educational settings.
- Monitor contracted OT, PT, and VI services for compliance, quality control, and opportunities to transition services to CUSD staff whenever possible.
- Analyze program efficacy and cost, and implement program changes to improve effectiveness and cost containment related to programming.
- Participate in the recruiting and interviewing of OT, PT, HHI, AT, VI and OM staff.
- Remain current regarding Special Education laws, procedures and current practices.
- Oversee purchase and maintenance of needed assessment instruments, instructional materials and equipment to provide OT, PT, HHI, AT, VI and OM services district wide.
- Collaborate with teachers, education staff, and administrative teams on utilizing skill development strategies in the classroom.
- Provide consultation regarding OT and PT services as needed for preparation for resolution, mediation, and due process.
- Provide and attend training in research based interventions, current best practice that relates to school based service delivery; interventions and IDEA mandates.
- Develop pre-referral intervention strategies for teachers and resource specialists to reduce the number of referrals.
- Attend training to keep current on IDEA, research based interventions, and best practice.
- Supervise and evaluate staff.
- Perform other duties as assigned.

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QUALIFICATIONS

Knowledge of:

Intellectual, sensory, and physical development of young children; techniques used in the assessment and treatment of disabilities; educational and developmental needs of young children with specific disabilities; applicable treatment modalities and theory for the pediatric population; therapy techniques commonly used with the physically, emotionally, and learning disabled populations; federal and state regulations, and best practices.

Ability to:

Plan, organize, and oversee a range of services for Special Education students; work collaboratively in multi-disciplinary teams; effectively communicate therapeutic and IEP goals to parents, teachers, and other program staff; communicate effectively orally and in writing; work independently; establish general schedules and priorities; establish and maintain effective relationships with those contacted in the course of work; comply with the District's customer service standards, as outlined in Board Policy.

Experience:

Minimum of three years experience working with children with disabilities in a variety of settings, including school, home, and clinics. Experience working as a member of a multi-disciplinary team, including working collaboratively with families, IEP teams, and other stakeholders.

Education:

Current California licensure through the California Board of Occupational Therapy or the California Board of Physical Therapy. Registration with the National Board of Certification for Occupational Therapy preferred. Master's degree in Educational Leadership, special education or related field.