



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Coordinator, Special Education**

**Class Code: 1063  
Work Days: 210**

**GENERAL PURPOSE**

Conduct professional development, technical assistance, and interagency coordination activities in support of staff responsible for providing Special Education (SE) services within Orange County Local Educational Agencies and partner agencies; perform a variety of technical tasks relative to assigned area of responsibility; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Provide or coordinate staff training using a variety of professional development strategies such as presentation, observation, coaching, and modeling to promote best practices in programs; and facilitate a variety media to best leverage state and national resources, such as webinars, online learning, and videoconferencing.
  3. Select, train, supervise, and evaluate personnel; work with employees to correct deficiencies.
  4. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  5. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing special education services.
  6. Foster and coordinate professional learning community networks of special education program specialists; assist districts in coordinating their staff development efforts.
  7. Recommend and assist in the implementation of policies, practices, and procedures for providing special education services relating to new special education laws or credentials; and prepare resources to support documentation.
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8. Support partner agencies in coordinating special education practices through collaborative practices.
  9. Participate in the preparation and administration of a special education program budget for assigned area; submit budget recommendations; monitor expenditures.
  10. Research and respond to compliance questions and concerns from within the Department of Education and from the districts; provide consultation services to districts and the county office on special education services.
  11. Serve as liaison with the State Department of Education in matters relating to data reporting and legal compliance instructions; and act as the educational liaison to various educational groups, partner agencies, and the general community regarding special education.
  12. Advise districts preparing for the State Coordinated Compliance Review or Part C Compliance Monitoring.
  13. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
  14. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
  15. Promote and coordinate program activities through a variety of electronic media; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
  16. Demonstrate attendance sufficient to complete the duties of the position as required.
  17. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Organization, supervision, and effective management practices and principles.
3. Basic knowledge of operations, services, and activities of an array of educational, health, and social services programs in the state and local communities.
4. Coordinate, direct, and implement special education programs suited to the needs of the community.
5. Strategies for providing direct training and technical assistance including the use of a variety of communication media.
6. Marketing theories, principles, and practices and their application to a wide variety of special education services.
7. Recent developments, current literature, and sources of information related to early intervention and preschool special education services, planning, and administration.

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8. Basic procedures, methods, and techniques of budget preparation and control.
  9. California Education Code, California Administrative Code, and other pertinent federal, state, and local laws, codes, and safety regulations; as well as the policies, rules, and regulations of the Orange County Department of Education.

**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, technical, and/or clerical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Implement best practices in serving children with disabilities within the context of families, community, and general education settings.
4. Assess and evaluate program effectiveness and analyze for compliance.
5. Utilize a variety of data to make recommendations and implement programs to maximize efficiency and effectiveness of services.
6. Understand and interpret pertinent State Education and Administrative codes, policies, and procedures.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is master's degree from an accredited college or university with major course work in special education and four years of increasingly responsible educational experience involving special education programs.

**Licenses; Certificates; Special Requirements:**

A valid California credential authorizing service in a public school program and/or a credential authorizing services as a clinician or specialist or Pupil Personnel Services credential.

A valid California Administrative credential.

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.