



QUALIFICATIONS OF COORDINATOR, STUDENT SERVICES

Education and Experience

Required: - Special education teaching credential pertinent to the assignment (DHH or LH)

Note: When the assignment includes the supervision of certificated employees, a supervision or administration credential is also required

Preferred: - Master's Degree
- Administration Credential
- Pupil Personnel Services credential with psychologist authorization

Knowledge, Skills and Abilities

Required: - Three years of experience in special education pertinent to the assignment (DHH or LH)

Preferred: - Experience in the administration, supervision or coordination of a special education program
- Experience in special education at more than one level
- Experience as a school psychologist or in a clinic working with the handicapped

Knowledge of: - Special education teaching techniques and methods
- Techniques of assessment and remediation appropriate for a special education program
- Curriculum planning and development
- Current developments in facilities, equipment and instructional materials for a special education program
- State and Federal laws governing special education
- Fluency in American Sign Language

Ability to: - Communicate well, both orally and in writing
- Establish and maintain cooperative and effective working relationships
- Assist in establishing and maintaining a high level of teacher and student effectiveness
- Work effectively with parents
- Communicate fluently in sign language (when assigned to the communicatively handicapped program)

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
COORDINATOR, STUDENT SERVICES

Primary Function

Under the general direction and supervision of the Senior Director, Student Services, the Coordinator, Student Services will be responsible for planning, developing, organizing, managing, directing, and implementing the guidelines and procedures pertaining to the District special education programs. This position will serve as a resource to District and site personnel concerning special education instructional issues, coordinating and assisting with supervising the functions and activities of the special education program, serving Covina-Valley students, monitoring and evaluating assigned support staff, and other related functions as directed.

Duties and Responsibilities

Coordinate the District special education instructional process;

Coordinate the activities of the District office special education staff to deliver support services such as assessment, counseling and guidance, speech therapy, audiological services, and other required special educational services;

Serve as a resource to principals in selecting and evaluating special education personnel;

Coordinate admission, review and dismissal activities for special education students;

Plan, organize, and conduct staff development activities as needed;

Provide advice and counsel pertaining to special education individual education planning;

Provide advice and counsel pertaining to special education compliance and fair hearing issues;

Review, research, and disseminate information pertaining to trends in program content and legal mandate changes in special education;

Review special placement referrals and coordinate with teams to determine most appropriate placement;

Work with parents of special needs children for appropriate services;

Assist with budget review;

Select, assign, and evaluate assigned personnel;

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Assist with monitoring and coordinating various Designated Instructional Services (DIS) groups;

Prepare program evaluation reports as required;

Evaluate certificated and classified personnel.