

JOB DESCRIPTION

April 2024

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

COORDINATOR, STUDENT SERVICES

General Purpose:

The Coordinator, Student Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, Student Services works directly with assigned instructional and support staff, district special education administrators, and Special Education Local Plan Area (SELPA) Program Specialists to develop and implement programs and services for students with disabilities. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supervises assigned personnel.
- Assists in administrative functions for the purpose of supporting services affecting the operating functions of Placer County Office of Education (PCOE) as well as the educational programs of students with disabilities.
- Assists in the planning, proposing and writing of local, state and federal projects for the purpose of enhancing programs for Placer County children and youth with disabilities.
- Assists in preparing and managing the budgets for special education programs.
- Assists with personnel functions (e.g., recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel.
- Provides coordination, consultation and program development activities involving referrals, assessment, family support services, programming and transition.
- Collaborates with local, state, public and private organizations and agencies for the purpose of coordinating PCOE's special education services.
- Coordinates college internship and student teaching as required.
- Facilitates meetings and processes (e.g., Individualized Education Plan (IEP), Individualized Family Support Plan (IFSP), program planning meetings, staff and team meetings, etc.) for the purpose of implementing and maintaining programs and services, which achieve districts' desired objectives.
- Assigns and monitors staff caseload assignments for the referral, assessment and program instruction process.
- Implements assigned programs and/or projects for the purpose of planning staff development for the certificated and classified staff under his/her supervision.
- Ensures accountability for programs and services under his/her direction and supervision.
- Assists with parents questions or complaints with the IEP or IFSP
- Observes, consults with and supervises assigned personnel

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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Education:

- A Master's degree in a job related area is required.

Experience:

- Job related experience within specialized field with increasing levels of responsibility is required.
- Minimum three years of successful program-wide leadership experience.
- Three years of experience in applied behavior analysis is preferred.

Knowledge, Skills and Abilities:

- Knowledge of current education, special education programs and regulations.
- General knowledge of all disabilities.
- Knowledge of special education service needs for infants through adults with severe and low incidence disabilities.
- Knowledge of current state and federal special education laws and regulations, including Early Start and Individuals with Disabilities Education Act (IDEA).
- Knowledge of alternative delivery systems.
- Knowledge of current best practices in service delivery, curriculum, ethnics, parent's rights and responsibilities, state standards and accountability procedures for infants through adults and their families.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills necessary to interpret data and utilize pertinent software.
- Skills necessary to coordinate with other agencies.
- Ability to routinely gather, collate and/or classify data.
- Ability to use basic job related equipment using standard methods of operation.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to analyze data utilizing various processes, some of which may be undefined.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Ability to analyze and interpret policies.
- Ability to develop and implement policies and procedures.
- Ability to function as a positive, contributing member of an educational team.
- Ability to supervise, train and evaluate staff.
- Ability to motivate and support staff in the delivery of services following best practices in the field of early intervention through adult.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an Administrative Services Credential.
- Must possess one of the following: Pupil Personnel Services Credential, Educational Specialist Credential or Clinical Rehabilitative Services Credential or equivalent.

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

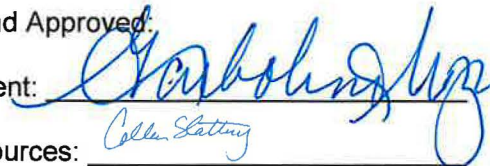
FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 10

Reviewed and Approved:

Superintendent:



Date:

4/24/24

Human Resources:



Date:

4/23/2024