

Corning Union Elementary School District  
Job Description

SPECIAL EDUCATION AND CATEGORICAL PROGRAM COORDINATOR

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Salary Range: Administration Salary Schedule

Approved by: Board of Trustees

Reports To: Assistant Superintendent of Ed. Svc.

April 14, 2021

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**POSITION SUMMARY:**

The Special Education and Categorical Program Coordinator is directly responsible to the Assistant Superintendent of Educational Services and, under general direction, assists in the planning, development, organization, and implementation of policies, regulations, guidelines, and procedures pertaining to the District special education program and various state and federal categorical programs. Reviews, monitors, evaluates, and coordinates the functions and activities of special education instructional personnel, as determined by the Assistant Superintendent of Educational Services. Works collaboratively in the overall implementation of State and Federal Categorical Programs, providing support, guidance, compliance, assessment, and accountability to all school sites and other related functions as directed.

**ESSENTIAL FUNCTIONS:**

Works with school site and District personnel in the implementation of all aspects of special education programs and services.

Provides for articulation and integration of the special education program.

Attends IEP meetings when necessary.

Monitors maintenance of effort for the purpose of fiscal efficiency in providing required services.

Coordinates intern counseling and psychological services in conjunction with local universities.

Supervises and evaluates staff, as assigned.

Participates in Title IX program, in a role and scope to be determined by Assistant Superintendent.

Supports and coordinates strategic planning efforts for the District and school sites to ensure program quality, continuous improvement, student achievement for all students, with a specific focus on underserved students, students from poverty, homeless youth, foster youth, etc.

Works with District staff, site administration, and various stakeholders in the implementation and support of the LCAP (Local Control Accountability Plan).

Prepares State, District, and Federal reports.

Provides for articulation and integration of the special education program and other District instructional and support programs.

Plans, organizes, develops, and conducts a variety of staff development and inservice training programs.

Assures compliance with and implementation of required 504 Student Services.

Assists in the determination of resource allocation and levels of service according to established policy for the purpose of ensuring the fiscal economic support of programs.

Attends various training and professional development activities in order to stay apprised of laws pertaining to special education and State and Federal Categorical programs.

**OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):**

May serve as a District representative to the Special Education Local Plan Area (SELPA) Executive Committee.

May participate in the Student Attendance Review Board (SARB) and coordinate activities associated with SARB referrals.

Other duties as assigned.

**QUALIFICATIONS/EDUCATION:**

Valid California Administrative Service Credential

Strong background in special education.

Knowledge of federal and state laws pertaining to Special Education, 504 and the Americans with Disabilities Act.

Ability to provide consultation to psychologist and counseling staff in regard to required assessment, intervention and prevention activities.

Demonstrated leadership skills, coupled with the ability to work effectively as part of a leadership team.

Demonstrated ability to work effectively with administrators, teachers, parents, and other staff members.

Knowledge of attendance laws and responsibilities consistent with the role of Student Attendance Review Boards.

Communicates effectively; both orally and in writing.

Ability to speak, read and write in the Spanish language is desirable.

Valid California Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, walk, stand, talk, and hear.
- Specific vision abilities required by this job include close vision and distance vision.
- Frequently driving or the ability to is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours and meet the demands from several people.