

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**COORDINATOR,
SPECIAL EDUCATION TECHNOLOGY SUPPORT PROGRAMS**

DEFINITION

Under general direction of the Executive Director, Alternative Dispute Resolution/Compliance, and the Assistant Superintendent, SELPA, Special Education Services, the Coordinator, Special Education Technology Support Programs supports the educational programs of the District by directing, managing, supervising and coordinating technology systems to support various aspects of the special education programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Provide and coordinate technology support and services to Special Education staff and students with special needs.
2. Monitor changes in Federal/State laws and regulations to ensure that computerized Individualized Education Program (IEP) system is adjusted as needed to maintain compliance.
3. Plan, develop and provide ongoing staff development to all Student Support Services staff to enhance skills in the use of web based IEP system.
4. Provide individual technology training sessions to staff as necessary.
5. Oversee the effective use of technology to assist all special education staff to achieve the maximum levels of compliance to state and federal laws.
6. Oversee the management, reporting, dissemination and aggregation of student data as it relates to special education.
7. Oversee and monitor all data collection related to CASEMIS and other state and federal reporting requirements.
8. Apprise the Special Education leadership team of systematic concerns with the IEP process that may require procedural changes and/or staff development.
9. Oversee state testing as it relates to special education students.
10. Oversee the coordination of special education transportation.
11. Oversee the assignment of assistive technology and monitor technology in use by students.
12. Provide training to site staff as needed.
13. Serve as a liaison with other District departments as they relate to technology transportation and testing.
14. Maintain Special Education website.
15. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
16. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
17. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
18. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

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QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization; practices, procedures, techniques, and strategies for determining operational effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; result and performance evaluation techniques pertaining to program effectiveness; principles and practices of training; excel and word processing programs; on-line Individualized Education Program (IEP) and/or student data management programs.

Ability to: Coordinate the functions and activities related to online student support; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three years of successful school-based experience including experience with special education and special education technology. Experience with web design and support preferred.

License/Credential: Valid California Teaching Credential and Valid California Administrative Services Credential; *Or* Classified Applicants with appropriate experience.