

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: **Coordinator, PUPIL SERVICES / SELPA**

WORK YEAR: **221 Work Days**

SALARY FACTOR: **\$115,383 - \$134,978**

REPORTS TO: **Executive Director of Pupil Services / SELPA or Designee**

BASIC FUNCTION:

Under the direction of the Executive Director of Pupil Services / SELPA, assist the Executive Director, Pupil Services/SELPA in all related aspects of Pupil Services, program operation and SELPA related activities. Participate in the formulation, development and administration of District policies and procedures relating to Pupil Services and Special Education programs; direct one or more of the subsections of the District's special education curricula; observe, consult with and assist resource specialists, designated instruction and services instructors, and special day class teachers; oversee the development of the assigned programs. Coordinate and Supervise Manage and coordinate District-level attendance, discipline and student welfare procedures; provide assistance to site level administrators as needed.

REPESENTATIVE DUTIES:

Develop and participate in research or impact of methods and materials used in the program.

Research curriculum; assist in curriculum development and disseminate information regarding primary and supplementary resources.

Screen and evaluate new materials and demonstrate their use to teachers.

Acquire and disseminate information of innovative methods/techniques through direct services to individuals or in-service to groups.

Assist in identification of available resources in the community and the State for assigned area of exceptionality.

Participate in development of Special Education Staff Development Plan and provide in-services to special education staff, parents, and related personnel.

Attend conferences, workshops, and in-service training sessions pertaining to areas of responsibility as required/approved.

Participate with other special education personnel in the in-service training of regular education and other District staff.

Participate on regional committees and collaborate with regional SELPA's in special education activities.

Provide information and leadership regarding legal compliance and special education eligibility requirements.

Observe, supervise, train, consult with and assist teaching staff and Program Specialists in the development and implementation of IEPs for students with disabilities.

Serve as administrator or as member of the IEP Team as needed; provide information to IEP Team regarding assessment processes and resources available for pupils.

Review program progress and recommend program revisions.

Assist in the activities to monitor progress and placement activities of students.

Consult with parents, teachers, administrators, and outside agency personnel.

Assist teachers as needed to prepare individualized programs for pupils.

Serve as member of Special Education Management Team.

Evaluate special education personnel as assigned.

Serve as consultant to schools, parents and other personnel regarding various Pupil Services and Special Education concerns.

Facilitate integration of special education students to regular campuses and into the community as indicated by Least Restrictive Environment Plan.

Assist in the development and implementation of the vocational education and transition program for special education students.

Participate in development of Special Education Local Plan.

Monitor school attendance, provide casework and follow up at the request of the building principal including home calls and meeting with community agencies as needed.

Assist in the supervision of classified/certificated staff in the Pupil Services/SELPA organization.

Assists the District administrator in the preparation and implementation of the Coordinated Compliance Review (CCR), Office of Civil Rights complaints/reports, and the State Special Education Self-Review.

Assists in the implementation and facilitating of Informal Dispute Resolution (IDR).

Provides advice and assistance in jeopardy cases at the request of the principal and meet with school personnel and others as needed.

Monitors suspensions and advises building principal of legal concerns.

Develops and provides inservice to school staff regarding laws, regulations and procedures concerning attendance, student welfare and student discipline; travel to assigned schools in the district.

Chair Pre-Expulsions Review Conferences (PERCs) and determine student outcome as the Designee.

Monitor school exemptions and expulsions and follow up to ensure legal compliance.

Manage and carry out necessary follow up on reinstatement and suspended expulsion cases; assist schools and families with establishing reinstatement conditions and monitor progress in meeting the conditions; meet with parents, school personnel and other at schools, at homes or in the community.

Analyze discipline and attendance data for assigned schools and make recommendations to the building principal; travel to assigned schools as needed.

Implement Inter- and Intra District transfer procedures in assigned schools; monitor and report to the director of Pupil Services; make home calls and school contracts as needed to assist parents.

Provide consultation to district personnel on attendance and disciplining matters.

Advise building principals concerning implementation of district policies, regulations and procedures.

Advocate for students in discipline, attendance and student welfare; attend meetings of various service groups as needed.

Advise the building principal in matters related to pupil welfare, attendance and discipline case.

Manage and implement the SARB process for assigned schools.

Make referrals as needed by the Riverside county District Attorney, mental health agencies and other youth servicing agencies as directed by the School Attendance Review Board.

Monitor enrollment and residence in assigned schools.

Manage and implement the District's Home/Hospital program.

Plan, organize and conduct comprehensive professional development and training for teachers, administrators, specialists and parents.

Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions, and make effective and timely decisions

Perform other related functions as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and appropriate teaching, counseling and/or administrative experience. Counseling and special education experience preferred. Demonstrated knowledge of special education programs, requirements and procedures and demonstrated ability to work well with staff, pupils, parents, and teachers.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid California Administrative Credential and at least one of the following: Special Education Credential, Clinical Services Credential, Health Services Credential, School Psychologist Credential, Pupil Personnel Services Credential..

Coordinator, Pupil Services / SELPA
5/2010