

# MONTEREY COUNTY OFFICE OF EDUCATION

## **PROGRAM COORDINATOR II INDIVIDUALIZED EDUCATION PROGRAM (IEP) COMPLIANCE AND PROFESSIONAL DEVELOPMENT SPECIAL EDUCATION**

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 76  
**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Assistant Superintendent, of Special Education, the Program Coordinator II of IEP Compliance and Professional Development is responsible for providing leadership, management and monitoring needed to assure Individualized Education Programs (IEPs) of Monterey County Office of Education (MCOE) students are accurate, meet legal requirements and reflect students' needs; overseeing effective implementation of policies, administrative regulations, procedures, directives; providing the provision of all protections and rights afforded special education students and their parents; attending IEP meetings, if required, to serve as the administrative designee , planning and/or conducting a variety of meetings, parent conferences, workshops and professional learning workshops for all staff as assigned; coordinating and supervising required state and local testing.

### **SUPERVISOR:**

Assistant Superintendent of Special Education

### **POSITION(S) SUPERVISED:**

None

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Provide leadership, coordination and monitoring needed to assure Individualized Education Programs (IEPs) of MCOE students are accurate, meet legal requirements and reflect students' needs
- Collaborate with vendors, SELPA, records staff to manage student information in the web-based IEP information system
- Oversee effective implementation of policies, administrative regulations, procedures, directives and objectives and provide the provision of all protections and rights afforded special education students and their parents under State and Federal laws, mandates and procedural safeguards
- Attend and serve as the administrative representative in IEP meetings; coordinate and/or conduct a variety of meetings, parent conferences, workshops and staff trainings as assigned; identify topics, speakers and locations for professional development trainings; serve as a liaison between MCOE, school districts, agencies and community organizations; participate in SELPA committees; prepare and deliver oral presentations
- Coordinate, schedule, notify, conduct and complete the IEP and review process in a manner that includes essential participants; monitor IEPs timelines, quality and legal requirements; develop and revise

department forms to assure IEP compliance; review instructional programs and provide effective feedback to personnel

- Assure Individualized Education Programs (IEPs) include learning goals aligned with the State standards, testing requirements and accountability for students with special needs
- Provide assistance and support for delivery of quality articulated instructional programs for students, ensuring the use of research based instructional practices and implementation of effective educational programs; assist in the development and implementation of appropriate curriculum for special education classes to meet the IEP goals of students
- Coordinate State testing for the California English Language Development Test (CELDT), Physical Fitness Test (PFT), Desired Results Developmental Profile (DRDP), and the California State Testing (CST), California Modified Assessment (CMA) and California Alternative Performance Assessment (CAPA) Science; assist in ordering testing materials and scheduling student testing; provide secure storage for testing materials; collect tests and distribute tests score to parents; collect and input data related to student testing
- Monitor program needs, budgets and expenditures in accordance with established limitations; implement cost effective and efficient operations of all programs and services
- Oversee teachers, instructional assistants and clerical personnel assigned to the program and monitor the consistency of student services provided by itinerant staff assigned to the program; participate in the recruitment, selection and assignment of instructional staff
- Coordinate all professional development for the Special Education Division, monitoring participation of staff
- Direct the beginning teacher induction program; oversee charter school special education functions as required
- Provide technical information and assistance to the Director of Special Education; perform special projects as assigned
- Prepare and maintain of a variety of narrative and statistical reports, records and files related to assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate and establish effective communication networks with district staff and SELPA special education leaders to share program and student profiles and enlist input on future program goals and direction; effectively involve others in decision-making processes
- Maintain inventory and disseminate instructional materials and equipment, reviews requisitions, requests and pertinent reports; attends management meetings and other meetings as requested
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

#### **OTHER DUTIES:**

Performs other job-related duties as required

#### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Master's degree from an accredited college or university in Special Education or a related field
- Three (3) years of related service in special education programs and services including coordination and leadership

**Knowledge of:**

- Principles, practices and procedures involved in the development and implementation of IEP's and Special Education programs, standards, projects, services, strategies, goals and objectives
- Moderate to Severe Disabilities
- Instructional techniques and strategies related to special education programs and professional development training
- Problems and concerns of students with special needs
- Local, State and federal laws, standards and compliance requirements governing special education programs including IEP's
- County Office organization, operations, policies and objectives
- Curriculum design, planning, development, implementation and evaluation
- Behavior management systems
- Relevant research, emerging developments and mandates in special education
- California Testing procedures, rules and accountability measures
- Technical aspects of field of specialty
- Operation a variety of office equipment, a computer and assigned software
- Budget preparation and control
- Interpersonal skills using tact, patience and courtesy
- Public speaking techniques

**Skills and Abilities:**

- Collaborate with staff, other departments, outside agencies and school districts in the monitoring and development of IEP's
- Oversee IEP's for students and assure compliance of programs and operations throughout the County
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient IEP programs and services

- Organize, plan and coordinate special education programs and services
- Interpret, apply and explain rules, regulations, policies and procedures
- Deal effectively with a variety of student behavior problems
- Handle information in a discreet and confidential manner
- Develop and implement curriculums and effective instructional programs
- Prepare and present materials in a clear and concise manner
- Coordinate and supervise required state and local testing
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment, a computer and assigned software
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Monitor assigned budgets
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

**Desirable Qualifications:**

- Doctoral degree in relevant field
- Possess or be eligible for a valid California Administrative Services Credential
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Driver's License with evidence of insurability
- Assault Response Training within six months of employment

Approved 03.01.16  
Revised: 07.25.18