

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: STAFF COORDINATOR (LIAISON) – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned administrator in the Special Education Department, support program compliance with applicable laws, codes and regulations; assist in the implementation and coordination of quality activities and operations of assigned classes and programs; mentor and coach assigned staff toward best practices.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Support Compliance and Accountability

Monitor implementation of targeted Federal, State and local requirements as reflected in laws, education codes and regulations to maintain or enhance program quality.

Mentor staff members in the completion of targeted Federal, State and Local requirements.

Provide data, feedback and recommendations to administrators regarding compliance with targeted Federal, State and Local requirements.

Serve as Administrative Designee

Serve as chairperson and/or administrative designee at IEP and IFSP meetings.

Serve as an administrative representative at meetings, school events and other functions as requested.

Execute administrative authority of daily oversight in the absence of the administrator.

Mentor New, Veteran and Substitute Staff

Serve as a resource to staff regarding compliance and accountability procedures and policies.

Facilitate the Professional Learning Community process with selected groups.

Provide coaching and modeling of Best Practices in serving students with moderate to severe disabilities.

Provide coaching and modeling of Best Practices in serving students with moderate to severe disabilities regarding early interventions and all transitions.

Serve as a Liaison

Meet with program staff to exchange information, problem solve and provide feedback to administration.

Serve as a liaison between parents, school districts, agencies and other groups, as requested, to exchange information and promote department goals.

Serve as a link to professional organizations, including training and technical assistance, to promote best practices within the department.

Advise Administration and Staff

Provide recommendations, plans and suggestions to staff and administration regarding service delivery needs of the department.

Provide recommendations to staff and administration regarding efficient and effective use of resources, including fiscal resources.

Participate, as needed, in the selection process of new staff members.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special Education programs and services.
Pertinent federal, State and local laws, codes and regulations.
Principles and provisions of the Hughes Bill.
Principles and practices of supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Special Education and General Education curriculum and standards.
Local procedures and best practices.

ABILITY TO:

Assist in the implementation and coordination of the activities and operations of the assigned classes and programs.
Work effectively within a group.
Reflect on personal professional style and provide and receive feedback as appropriate.
Communicate effectively both orally and in writing.
Maintain current knowledge of technological advances in the field.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in area of assignment and two to five years of successful teaching or staff experience with the Yolo County Office of Education; or five years of cumulative experience in teaching or equivalent in a special education position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid California credential authorizing educational services for assigned programs and students within the scope of the designated program.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.