



Coordinate and/or conduct professional development and coaching activities at the school level to improve teaching and learning in both general education and special education classrooms. **E**

Work with site administration to plan, develop, and support innovative programs for students with disabilities, that assesses the needs of students, identifies the barriers, and develops strategies to achieve established outcomes. **E**

Support and collaborate with school-site principals and Individualized Education Program (IEP) Teams to assist in the implementation of special education services at the school level. **E**

Engage in data-based problem solving for academics, behavior and SEL to drive decisions and achieve the best student outcomes. **E**

Collect and analyze school level SST data and referral patterns of students to ensure tiered and differentiated support is provided with fidelity over a sufficient period of time; monitor and adjust for student success. **E**

Work to ensure students with disabilities are educated in the least restrictive environment. **E**

Facilitate the coordination of appropriate placement of students at the school level and augment academic and/or behavior support to ensure success and benefit of special education services. **E**

Work closely with Special Education Local Plan Area (SELPA) Director and site personnel to secure required data related to compliance, quarterly and annual reviews, and related services. **E**

Monitor and facilitate corrections to the Special Education Information System (SEIS) school-based data, maintain class lists, and enrollment projections. **E**

Serve as an immediate communication conduit at the school level for parents/advocates and outside agency personnel. **E**

Represent District, as needed, in IEPs attended by attorneys and advocates. **E**

Represent the District, as needed, with SELPA Director at mediations and due process hearings. **E**

In coordination with the SELPA Director, support the implementation of settlement agreements, hearing orders, corrective actions resulting from state complaints and compliance reviews; participate in the development of SELPA improvement plans and their cycle of implementation. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Special Education. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform other related duties as assigned by the Assistant Superintendent of Special Education Innovation and Learning. **E**



- x Meet District standards of professional conduct as outlined in Board Policy.