

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

SPEECH/APE COORDINATOR/PRESCHOOL PROGRAM SPECIALIST

DEFINITION

Under the general direction and guidance of the Assistant Superintendent-Special Education, serves as the coordinator of the speech program, adapted physical education and Family Resource Center. This position coordinates the transition of students from ALTA and the infant program into county preschool SDC classrooms and speech therapy services. This position is also a member of the management team.

DUTIES AND RESPONSIBILITIES

Provides direct technical assistance to speech language pathologists, adapted physical education teachers, speech and language pathologist assistants, para educators, family resource center program facilitator, families and students. Arranges and/or presents in-service trainings on a variety of topics. Distributes information on available workshops to staff. Collaborates with Alta Regional Services and other agencies to ensure appropriate services are provided to preschool-aged students. Participates in IFSP transition meetings. Case manages initial preschool special day class referrals to the county office. Assist parents with visits to preschool special day class programs. Chairs/participates in IEP meetings and arranges follow-up as needed. Attends monthly management, special education and program specialist meetings as appropriate. Supports and collaborates with the special education department, SELPA administrator and administrative staff. Other duties as assigned by the superintendent or designee.

SUPERVISORY RESPONSIBILITIES

Responsible for overall direction, coordination and evaluation of employees under his/her supervision; training, planning, assigning and directing work of employees. Addresses complaints and resolves problems.

MINIMUM QUALIFICATIONS

Education and Experience

Possess a valid California credential authorizing services and have experience in the education of individuals with exceptional needs. This person must hold or qualify for an Intern administrative credential.

Knowledge

Knowledge of special education programs; applicable state and federal laws; sound budgeting practices; programs of in-service and curriculum development; current principles, practices, and techniques of effective administration; curriculum and instruction; principles of supervision, training and performance evaluation and sound personnel practices.

Skills and Ability

Ability to plan, assign, direct and evaluate the work of employees in assigned programs; conduct meeting in a direct and succinct manner; establish and maintain good working relationships with county office staff, school district staff, parents and the public; communicate effectively in writing and verbally; operate computers and access e-mail and internet; and develop appropriate goals and objectives for students in assigned programs.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid Administrative Credential or qualify for Intern Administrative Credential
Valid and appropriate Special Education Credential
Valid California Driver's License

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