



COORDINATOR PRESCHOOL INSTRUCTION SPECIAL EDUCATION

DEFINITION

Under the general direction of the Director of Special Education, provide support and implementation of Standards and Frameworks for preschool age children, oversee operations of ECLC Special Education Program, and assist in development, implementation and evaluation of curriculum and instruction and professional development in core content in preschool.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- x Coordinates and oversees mandated special education programs for preschool children with special needs including the conducting and/or assisting in due process hearings, mediations and resolution meetings
- x Assists with state Quality Assessment for preschool.
- x Assist in the development, implementation, and evaluation of curriculum and the instruction in preschool
- x Assist in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
- x Coordinate and facilitate professional development of the ECLC Special Education program.
- x Provide administrative oversight of the ECLC Special Education program.
- x Coordinate and collaborate with the Director of Special Education on all aspects of preschool instruction.
- x Facilitate and model effective collaborative communication to support professional learning communities
- x Attend district meetings as needed
- x Serve as a preschool, TK/K liaison to our schools and parent community

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES

- x Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- x Knowledge of effective instructional strategies and curriculum for preschool
- x Competency



- x Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- x Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- x Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints.
- x Ability to analyze complex situations and prepare response alternatives for consideration by decisionmaking groups.
- x Knowledge of State funding allocation methods.