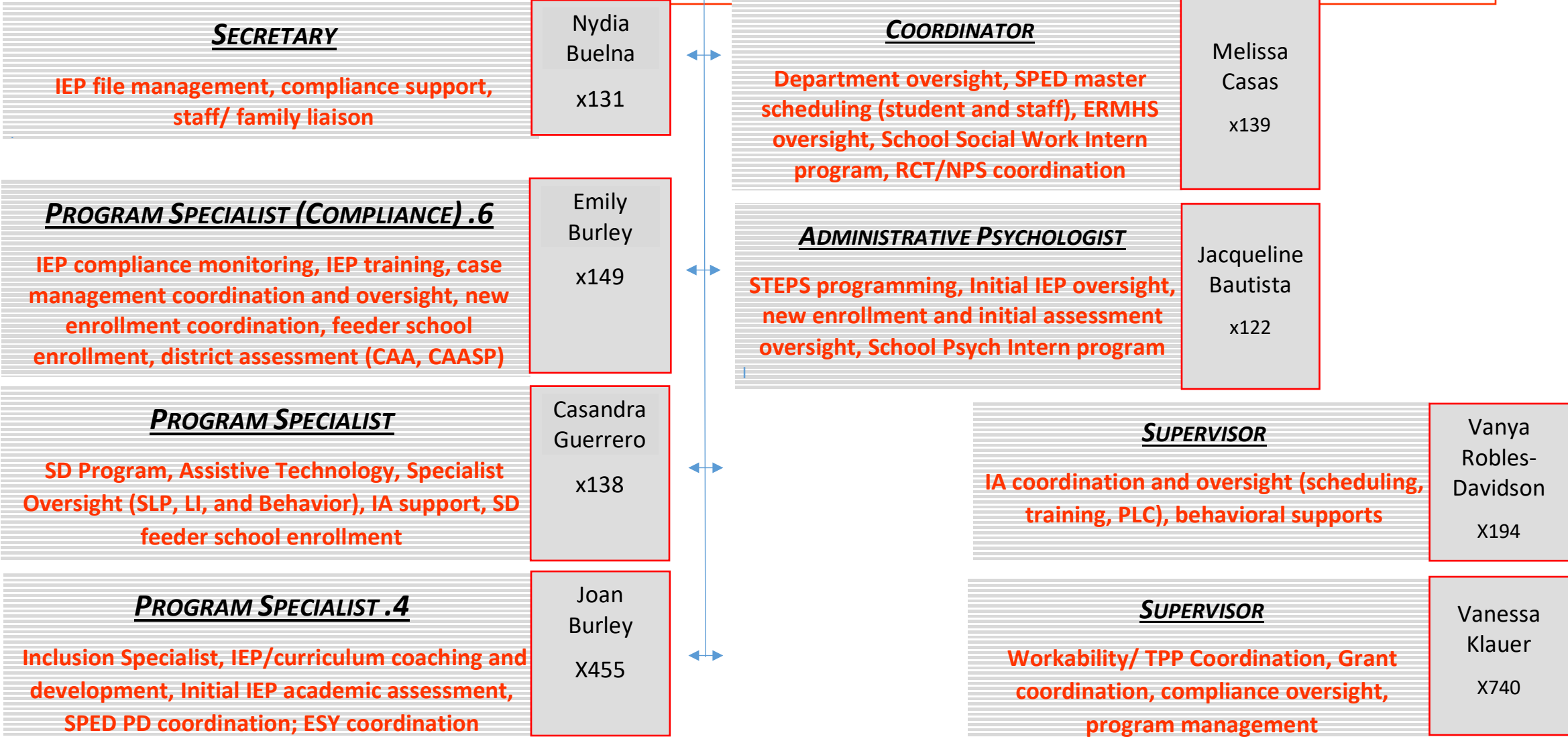


Director of Special Education
Dr. Paulette Cobb, x130
 Departmental Oversight, IEP Oversight, Legal Oversight, Budget Oversight, SELPA liaison, Alternative Education, Dire Issues



Paulette Cobb, Ed.D, Director of Special Education:

District Departmental Liaison (Superintendent, Fiscal Services, Technology, Ed. Services, HR); SELPA liaison, governing counsel liaison; Legal oversight (correspondence, attorney consultation, due process, case determinations, training); CDE compliance issues (DINC, PIR, DA); All Budget oversight (LEA, MAA, MOU, Contract, PO's), All programming and hiring approvals; Outside agency management (RTC, NPS, NPA approval, contracting and decisions); Alt. Ed coordination (screening and IEP attendance); Cabinet membership; Program organization and curriculum oversight-excepting STEPS, PD plan direction (SELPA, administrators, teachers, and aides), Evaluation; All department teams oversight; Specialist programs oversight; Liaison to DC; SD PLC support; Inclusion program oversight and support (co-teaching, Circle of Friends, Unified Sports...); Transportation verification and coordination,

Melissa Casas, M.Ed., MSW, LCSW, PPSC, Coordinator of Special Education:

School Site liaison (Student Services, Discipline); SELPA SEC member; County liaison for mental health; Cabinet membership; Special Education Parent Engagement, Special education master scheduling management (development of master schedule and section allocation); Student schedule coordination (master scheduling and change requests authorization); STEPS program consultation; ERMHS oversight including counselors and intensive issues; School Social Work intern program oversight (District and Site coordination, evaluation); ERMHS SSWI PLC support; NPS and RTC placement coordination and Case Management oversight (IEP, placement, SELPA coordination); Evaluation; Feeder school articulation management.

Jacqueline Bautista, MA., Ed.S, Administrative Psychologist:

Initial/ exit IEP oversight (approval and oversight); Assessment coordination and scheduling (initial and triennial assessment coordination); Psychologist team coordination, School Psychologist Intern Program management; STEPS program oversight; ERMHS referral process coordination (review and PD); Evaluation.

- **Casandra Guerrero, Program Specialist*:**

SD programing support; Assistive Technology Specialist (assessment, recommendations, training of teachers and students); Specialist to student coordination (Low Incidence, Behavior) Scheduling coordination (IA master schedule with Supervisor); Peer Helper Coordination; PLC support (Speech and SD); Speech program oversight (Materials, intern, IEP, PD); CAPTAIN trainer; AAC regional lead; Intensive Case Mangement; PES/CAC SELPA representative; Feeder school support (SD students); 8th grade preview night.

- **Emily Burley, Program Specialist* .6:**

New student enrollment and coordination; Compliance coordination (IEP compliance monitoring, staff compliance monitoring, and PD); Case management coordination (create, update, and disseminate lists); LEA designee assignments; IEP form oversight; New case manager training (IEP, assessment); Team SIRAS specialist and data support; Adult education case management; District-wide assessment support (SBAC, CAA); Coordinate transition of feeder school students in special education (IEP, case management, numbers of incoming students); Compliance Day coordination.

- **Joan Burley, Program Specialist* .4:**

Inclusion Specialist (professional and inclusion development); Casemanager support (Teach/ oversee/ coach: IEP development, assessment, curriculum, new teacher development); Intial IEP Assessment and follow-up (testing and case manager); Conference and PD coordination; ESY Coordination (course identification, teacher assignment).

- **Vanya Robles-Davidson, Instructional Assistant/ Behavior Team Supervisor:**

Daily schedule monitoring (IA: Master, substitution, changes); Crisis support and follow-up: PD coordination for IA; Training of new IA; Arrival and departure oversight of bus and classroom support; Morning meeting support; Key member of the behavioral support teams, Evaluation of classified staff who support students with behavioral needs.

- **Vanessa Klauer:**

TPP/ Workability grant coordination; compliance oversight (file review, state and federal coordination, IEP); Curriculum oversight and coordination; Program data reports; Liaison with Department of Rehabilitation and Workability regarding District service models; Development of community, industry, college and career connections; evaluation.

- **Nydia:**

IEP processing; IEP file mangement and distribution; Data input; SIRAS and data support; Medical billing submission support; Spanish support (phone calls and IEP); Special Education family liaison; Special Education office management; PO processing; Support communication to parents via phone, mail, or email.

**Serves as Administrative Designee*

Legend:

SELPA: Special Education Local Plan Area RSP: Resource specialist

IEP: Individual Education Plan NPS: Non-public school

ED: Emotionally Disabled SD: Severely Disabled

SDC: Special Day Class SLP: Speech and Language Pathologist

LI: Low Incidence DC: Department Chair

PD: Professional Development ESY: Extended School Year

CAPTAIN: California Autism Professional Training and Information Network

AAC: Augmentative or Alternative Communication

IA: Instructional Assistant

CBI: Community Based Instruction

PES: Parent Education Seminar

CAC: Community Advisory Committee

TPP: Transition Partnership Program