

California Department of Education
Job Announcement
**Teacher Specialist/
Admissions
Coordinator**

Final Filing Date: August 8, 2024

Location: Riverside
Area: Student Services
Tenure: Limited Term (12 mos.)
Time Base: Full Time
Salary: *\$6,957 - \$9,610/monthly

Please Circulate and Post

CSDR

California School for the Deaf, Riverside
April McArthur
Site Superintendent
3044 Horace Street
Riverside, CA 92506

Work Schedule

This position is employed 194 working days per school year. The traditional school calendar extends from early August through mid-June.

General Duties

Under the supervision of the Director of Student Services, the Admissions Coordinator receives and processes student applications for admission to CSDR. General duties include:

- Receive and process all student applications for admissions to CSDR.
- Assist with maintenance and entries in the Student Information System.
- Schedule and facilitate intake meetings to begin the 60-day assessment review period.
- Collaborate with staff members serving students during the 60-day assessment review period.
- Schedule IEP meetings and communicate with all members of the IEP team.
- Establish and maintain positive, professional relationships with LEA and SELPA representatives.
- Respond to inquiries about admissions and programming at CSDR.
- Meet with parents on campus tours to explain the admissions process.
- Facilitate and lead school site visits to observe prospective students.
- Assist with all mandated State and Federal reporting.
- Assume the lead position in the planning of the school-wide IEP Day for new students in October.
- Assist the IEP Coordinator with the coordination of the school-wide IEP Days.
- Collaborate with assessment staff to ensure compliance with state and federal timelines for assessment of students during their 60-day assessment review period.

Required Qualifications

- Fluency in expressive and receptive American Sign Language (ASL) of at least a Level 4 ASLPI is required (evaluated through interview process)
- Fluent communication in standard written English
- Possess a master's degree in school psychology or education-related field.
- Possess a Clear California Education Specialist Instruction Credential with a specialization in Deaf/Hard-of-Hearing OR Clear California Pupil Personnel Services credential.

Desirable Qualifications

- Ability to work effectively with students who have a wide range of communication levels
- Willingness to participate in school and deaf culture community events
- Ability to work independently as well as interface with a fast-paced team

Salary

\$6,957* - \$9,610* monthly

*Plus \$400 per month Recruitment and Retention Pay

*Plus \$200 per month Bilingual Pay (upon passing a bilingual fluency examination)

Benefits

Benefit information can be found on the CalHR website, <https://www.calhr.ca.gov/>, and the CalPERS website, <https://www.calpers.ca.gov/>, CalSTRS is only applicable if you are currently in the CalSTRS system and wish to remain in their retirement system.

Conditions of Employment

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation and Tuberculosis clearance. This position is designated as safety sensitive and is subject to reasonable suspicion drug and alcohol testing.

How to Apply

Submit a completed "Application for Instructional Programs", official (un-opened) transcripts, copies of credential(s) to:

California School for the Deaf, Riverside

3044 Horace Street

Riverside, CA 92506

Attention: Denise Taylor

Applications are accessible on the Internet (<https://csdr-cde.ca.gov/>) in the CSDR Employment Section, Instructional Application link, or by contacting Amelia Ortiz, Office Technician at aortiz@csdr-cde.ca.gov.

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.