Job Description

Title: Special Education Coordinator
FLSA Status: Exempt
Classification: Administrator
Immediate Supervisor: Assistant Superintendent for Administration and Student Services

Job Summary: This position is responsible for assisting in the efficient and effective operation of special education services of the district. This position provides leadership in the planning, coordination and implementation of a comprehensive plan for special education services.

Hiring Specifications:

Education
- Master’s degree in education
- Additional graduate work related to scope of responsibility highly desired

Certification
- Administrative endorsement
- Special education teaching certification

Experience
- Five (5) years of successful experience in the educational field required
- Experience with a range of instructional delivery systems and inclusionary services required

Skills, Knowledge & Abilities
- Knowledge of state and federal laws and rules governing special education services
- Effective oral and written communication skills
- Strong problem solving skills
- Knowledge of related research and quality practices
- Ability to organize varied responsibilities and meet deadlines
- Ability to work collaboratively with district personnel, committees and community agencies
- Knowledge of processes and procedures to address effective implementation of least restrictive environment requirements including implementation of the district’s special education service delivery plan
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to recognize sensitive issues and to maintain confidentiality
- Ability to handle adversity in an objective manner
- Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights
- Knowledge of processes to address cultural diversity and associated issues related to student performance and instructional methodology

Technology Requirements
- Word processing skills
- Spreadsheet skills
- Electronic presentation skills
- Web navigation skills
- E-mail management skills
- Ability to effectively use PDAs (personal digital assistants) for communication and scheduling
- Computer network knowledge applicable to the position
- Knowledge of computer-related storage devices
- Knowledge of educational copyright laws
- Knowledge of computer security expectations
- Ability to use Internet web-based IEP system

Supervision of Others:
- Support staff

Personal Contacts:
- All district personnel
- Parents, students and community members
- Area Education Agency personnel

Job Duties:

1. Provides leadership and coordination of special education services of the district.
2. Assists in an annual review of AEA 267 support services and recommends changes as needed.
3. Examines and monitors implementation of special needs building plans.
4. Coordinates the implementation and monitoring of Section 504 practices.
5. Assists in the coordination of the special needs advisory committee.
6. Assists in the maintenance, analysis, recommendations and implementation of effective special education practices based on student data.
7. Assists in the screening, interviewing and hiring of special education personnel.
8. Adheres to high ethical standards and demonstrates an attitude of professionalism when acting as an agent of the district.
9. Assists in the evaluation of needs, arrangements and provision of professional development in the area of special education services.
10. Assists school administrators in understanding and properly enforcing district policies and regulations related to special education.
11. Expands and monitors the effective implementation of problem solving practices and procedures.
12. Expands the implementation of inclusive schools and inclusive educational practices.
13. Assists in the developing, reporting and filing of required reports.
14. Keeps current on research and best practices in the field.
15. Coordinates with Education Services on the development and implementation of curriculum and instructional practices that fully consider student special education needs.
16. Maintains professional growth through graduate work, professional organizations, seminars, conferences and/or related professional literature.
17. Coordinates the monitoring of Medicaid billing.
18. Coordinates the monitoring of Alternate Assessments.
19. Performs other duties as assigned.
Physical Requirements:

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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>L. Working Conditions</td>
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Terms of Employment: Twelve month contract per Board policy and administrative guidelines.

Date Last Revised: 11/21/11