



**JOB DESCRIPTION**

<b>Job Title</b>	Special Education Coordinator
<b>Department</b>	Student Services & Special Education
<b>Reports To</b>	Director of Special Education
<b>Classification</b>	Non-Affiliated
<b>Location</b>	District-wide
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

**Job Summary**

The Special Education Coordinator is responsible for coordinating and providing direct and indirect program support to administration, special education personnel, related service providers and instructional staff. The purpose of this position is to assist special education administration and instructional personnel with development, implementation, program evaluation, and service delivery.

**Essential Job Functions**

- Establishes and supports implementation of special education programming, including curriculum development and allocation of resources, for students with disabilities as guided by federal and state special education law.
- Develops, coordinates, monitors, and evaluates special education programming in coordination with the District’s academic program and support of the District’s strategic plan.
- Facilitates expansion and sustainability of special education practices district wide.
- Develops, coordinates, monitors, and evaluates criteria, procedures, guidelines, and plans of special education programming.
- Collaborates with special education program supervisor to review special education feedback to promote retention.
- Provides coaching and support to building administration to promote special education staff retention.
- Serves as curriculum/assessment advisor to the Director of Special Education.
- Participates in interviews for certified special education, special education paraprofessionals and related services positions.
- Collaborates with others to identify professional learning needs of staff: general or special education personnel, related service providers, special education assistants, other district personnel, family, and community personnel.
- Provides leadership in the development and facilitation of professional learning opportunities for certified and classified special education staff.
- Coordinates and facilitates initial training for special education assistants as part of the new employee onboarding process.
- Supports the identification and utilization of strategies to increase certified and classified special education staff retention, in coordination with Human Resources staff.

- Assists in the development of Extended School Year and summer school programming and services.
- Reviews and evaluates IEP paperwork consistently for compliance and data accountability.
- Facilitate and participate in Child Find and the Request for Assistance (RFA) process.
- Supports special education personnel in the areas of assessment and intervention practices, classroom behavior/social management instruction, curriculum development, and adaptation/modification of curricular/assessment materials relating to learning styles and academic/social success.
- Assists in selection, disbursement, and training of appropriate assessment materials for use in the assessment process, including developmental, academic, and behavioral. This includes standardized assessment for eligibility and ongoing assessment to define progress on IEP goals.
- Facilitates district level data analysis review.
- Stays current in the particular field through professional readings, seminars, workshops, and conferences.

#### **Ancillary Job Functions**

- Participates in budget development and management process involving level staff at the request of the Director of Special Education.
- Participates in grant writing activities upon request from the Director of Special Education.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree with experience in Pre-K-12 instructional programs.
- Three years’ experience working directly with students in special education.
- Successful experience in a leadership role.
- NCI certified or must obtain certifications as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree in education or related field.
- Advanced work in educational/behavioral assessment/curriculum.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of culturally responsive practices.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Strong organizational, planning and time management skills.
- Excellent writing and public speaking skills.
- Strong ability to work effectively with individuals and groups.
- Broad and current knowledge in the areas of special education, programming, law and procedures.
- Evidence of competencies in classroom behavior management, educational/behavior assessment and evaluation, curriculum, and parent training.
- Desire to serve as a team player.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.

- Ability to work a flexible schedule.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 20 pounds; rarely up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.