

# **Educational Service Center of Lake Erie West Job Description**

**POSITION TITLE:** Student Services Coordinator (part-time)

**EMPLOYMENT STATUS:** Part Time

**LICENSURE/CERTIFICATION/QUALIFICATIONS:**

1. Valid Supervisor, Principal or Administrative certificate/license
2. Master's Degree in administration or special education preferred
3. Intervention Specialist, Education of the Handicapped or Pupil Services teaching certificate/license
4. Experience as a district administrator
5. Three years teaching experience working with students with disabilities
6. Experience in supervising/evaluating professional staff preferred
7. OTES credential preferred

**CONTRACT:** Employment contract is contingent upon availability of funding; contract days determined by the ESC of Lake Erie West Governing Board; other terms and conditions of employment as per the ESC Governing Board policies and procedures.

**SALARY:** Based on salary schedule and/or commensurate with experience and education.

**DESCRIPTION:** Based in a single district, the Coordinator ensures compliance with federal and state regulations and educational standards and maintains all program records that document compliance. The Coordinator provides technical assistance to assigned district(s) related to special education issues and the connection of special education with curriculum and school improvement. The Coordinator coordinates professional development related to special education and school improvement issues.

**POSITION RESPONSIBILITIES:**

1. Ensure program is compliant with current state and federal regulations; maintain all required program records.
2. Collaborate with school district personnel in the development and implementation of educational programs for students with disabilities.
3. Provide technical assistance to district personnel on issues related to special education and the connection of special education with curriculum and school improvement.
4. Provide technical assistance to school district administrators and teachers by identifying resources and services that will improve the instructional program for students with disabilities.
5. Coordinate and supervise staff in assigned programs.
6. Provide consultation and assistance to school district personnel to assure continuity between assessment data and classroom instruction.

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7. Assist school district personnel in implementing appropriate instructional methodology and procedures for special education students.
8. Work with staff members to evaluate and improve programs and provide appropriate professional development.
9. Assist school district administrators in determining needed services and amount of staff time required.
10. Identify program needs for supplies, equipment and assistive technology; recommend approval of purchase orders to appropriate personnel.
11. Communicate, as needed, with parents to resolve program concerns and/or discuss individual parent concerns.
12. Serve as a resource to staff and school administrators in preparing required documents.
13. Attend IEP and IAT meetings upon request.
14. Participate in due process hearings as requested; participate in state audits, reviews, and/or evaluations as requested.
15. Establish an efficient and effective system to communicate with staff.
16. Maintain a schedule of regular staff meetings
17. Serve as the liaison between the public school district and the ESC; report concerns to the Director and/or Superintendent.
18. As requested, assist in the preparation of annual budgets and recommendations for annual employee contracts.
19. As requested, develop and/or facilitate educational partnerships with business and community organizations.
20. As requested, collaborate with local universities in the placement of student teachers and/or student interns.
21. As requested, interview and recommend personnel for employment.
22. Seek opportunities to improve skills and grow professionally; attend all required meetings and in-services.

### **SKILLS, ABILITIES AND KNOWLEDGE:**

- Knowledge of the Operating Standards for Ohio's Schools Serving Children with Disabilities, IDEA and H.B. 504
- Knowledge of FERPA and HIPPA
- Knowledge of OTES
- Knowledge of current educational issues and best practices
- Knowledge of community agencies that can support students with disabilities
- Knowledge of problem solving processes and creative thinking skills
- Ability to provide program leadership and facilitate innovative program development
- Ability to facilitate collaboration with local school district administrators and community agencies
- Ability to interpret and follow local, state and federal regulations, policies and procedures

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- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with diverse groups of parents, teachers, school administrators, community agency representatives and the community at large
- Ability to organize and maintain accurate records and prepare reports
- Ability to supervise, evaluate and motivate staff
- Ability to prepare budget recommendations
- Ability to organize an effective program of professional development
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described 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 the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet but may escalate in group or event settings.

This position requires frequent local travel and some statewide travel. This position also requires attendance at meetings outside of regular work hours (e.g. early morning, evening, weekends).

This position requires meeting deadlines with time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

### **ADDITIONAL REQUIREMENTS:**

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at the ESC of Lake Erie West.

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The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee's responsibility is to familiarize him/herself with the ESC Staff Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.