

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Special Education Coordinator	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Special Services/District Office	POSITION CLASSIFICATION:
TITLE OF IMMEDIATE SUPERVISOR:	Director of Special Services	BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY:

The Special Education Coordinator will assist district staff to successfully meet the educational needs of students with disabilities in elementary and secondary grade levels and will ensure compliance with state and federal laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Oversee the work of Special Education Lead Teacher and collaborate with the other Special Education Coordinators to ensure consistency and alignment of practices and procedures across all buildings.
2. Work directly with Director of Special Services on the development of annual staffing plans and department budgets.
3. In conjunction with Special Education Coordinators:
 - Create and implement an annual calendar of professional development opportunities for licensed and non-licensed special education staff
 - Oversee the Extended School Year (ESY) process including eligibility decisions and alignment of ESY with other district summer programs
4. Oversee the district's elementary and secondary center-based programs for students with Autism Spectrum Disorders, Emotional/Behavior Disorders and Developmental Cognitive Delays. Provide leadership in the vertical and horizontal alignment of specialized curriculum to ensure organized and sequenced instruction that will reduce learning gaps and progressively prepare students for post-secondary success.
5. Facilitate ongoing program evaluation of the district's center-based programs including conducting critical analysis of the effectiveness of services, and providing feedback and recommendations for program improvements/changes and technical assistance as needed.
6. Serve as a district expert in the area of positive behavior supports and services; support staff, parents, and administrators in the consistent use of brain-based strategies to enhance the social emotional skills of students demonstrating challenging behaviors.
7. Interface with other district administrators and districtwide staff to collect, disaggregate, analyze, and present to appropriate stakeholders, state and district performance data for the purpose of increasing student achievement.
8. Serve as the district special education contact person at assigned level during summer months.
9. In collaboration with the Director of Special Services, Special Education Coordinators and building administrators, implement Teacher Development and Evaluation (TDE) process with assigned special education personnel in accordance with district developed plan. When necessary, develop professional improvement plans to address employee performance issues. Assist with the progressive discipline of employees in accordance with the Education Minnesota Lakeville contract.
10. Facilitate collaborative relationships among parents, school personnel, and representatives of other agencies and organizations.
11. Support special education staff in the selection, implementation and evaluation of evidence-based and evidence-informed instructional practices; assist IEP teams to develop and implement high quality, standards-based special education services that result in meaningful student outcomes.

12. Facilitate team meetings, model effective and positive problem-solving skills and foster collaborative communication between parties.
13. Collaborate with building administrators regarding the work of non-licensed special education staff including: assignments/scheduling, role responsibilities, service delivery models, best practices, professional development and performance evaluation.
14. Serve as a district representative for ISD 194 students served outside the district as assigned by the Director of Special Services.
15. Maintain a working knowledge of technologies used for instruction and due process record keeping.
16. Serve on district and interagency committees such as the Special Education Advisory Council (SEAC) as assigned.
17. Transport self among district facilities, other educational sites, and regional/state meetings as necessary.
18. Maintain accessibility to the Director of Special Services via cell phone and/or email during the workday.
19. Perform other duties as needed or assigned by the Director of Special Services.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Current Minnesota Director of Special Education license.
2. Master's degree in educational field.
3. Two or more years in a special education administrative position; experience with staff evaluation preferred.
4. Two or more years of experience developing, implementing and evaluating special programs and working with students with low incidence disabilities.
5. Group facilitation and conflict resolution training and experience.
6. Experience with general education curriculum and differentiated instruction at the elementary level.
7. Experience creating and implementing meaningful professional development activities.
8. Experience training and coaching educators in the implementation of positive behavioral supports and restrictive procedures.
9. Strong oral and written communications skills and the ability to establish collaborative relationships with a variety of stakeholders.
10. Ability to use a variety of digital devices and office equipment to efficiently complete job duties.
11. Ability to use vocal communication to express or exchange ideas by means of the spoken word and convey details or important instructions to others accurately, loudly or quickly.
12. Ability to see things up close and at a distance, adjust focus, and use depth perception/color perception/peripheral vision.
13. Ability to hear, to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound.
14. Valid Minnesota driver's license without restrictions.
15. Google Suite experience preferred.

PHYSICAL REQUIREMENTS:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		

Talk or hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			