

## **Middle School Special Education Coordinator TOSA**

### **Job Summary:**

The Middle School Special Education Coordinator TOSA is responsible for coordinating and monitoring all aspects of the Middle School's special education programs and services. This position provides instructional support and leadership in special education, ensures due process compliance, and manages department administrative tasks in close collaboration with building administrative teams, special education supervisors, and the executive director of student services. The scope of this position is focused on building-level coordination and leadership, with a strong emphasis on compliance and program effectiveness.

### **Duties and Responsibilities:**

#### **Building Program Oversight (20%):**

- Coordinate scheduling for special education teachers and course offerings available to students.
- Plan for the delivery of services regarding student needs and staff capacity.
- Act as administrative designee when building administration teams are unavailable.

#### **Administrative Leadership (15%):**

- Establish and maintain effective communication with building and district administration.
- Advocate for the building special education program by making recommendations for staffing, program facilities, materials, equipment, and staff development needs to the Executive Director of Special Education, Special Education Supervisors, and building administrators.
- Participate in building leadership meetings with building and special education administration (1x month per building).
- Facilitate program based meetings across all the Middle Schools
- Work with administrators to assign mentors to new special education teachers and provide ongoing support.

#### **Special Education Leadership (30%):**

- Monitor due process completion for building special education staff, ensuring timely IEP completion and adherence to due process timelines.
- Oversee the management of special education due process files, including

transfers, proper storage, and organization.

- Monitor the daily work of the building Due Process Clerk in collaboration with the leads, Supervisor and building administration.
- Collaborate with teachers in other buildings/programs to coordinate smooth student transitions.
- Work with outside consultants as needed.
- Manage department paperwork and processes for special education enrollments and withdrawals, ensuring timely completion and adherence to established procedures. (Develop and maintain documentation of the process)
- Facilitate communication with the Extended School Year (ESY) coordinator and manage ESY projections and form completion.
- Attend meetings for students placed out of district as needed.
- Establish and maintain a positive department culture.
- Maintain a database containing information on special education students.
- Complete department reports within given timelines and provide information for local, state, and federal reports.
- Respond, intervene, and guide student behavior during crisis situations.

#### **Instructional Leadership (35%):**

- Demonstrate knowledge in instructional practices, behavior management, and crisis intervention by:
  - Knowledge in adult learning and implementation strategies
  - Provide input into classroom instruction and classroom management.
  - Problem-solving with others regarding instruction, accommodations, and modifications.
  - Problem-solving with teams regarding student behavior.
  - Providing and coordinating professional development.

#### **Paraprofessional Leadership:**

- Create paraprofessional schedules.
- Provide input on performance evaluations for paraprofessionals.
- Work with administrators to ensure coverage of teacher/paraprofessional absences.