



<i>Position</i>	Special Education Coordinator
<i>Location</i>	Morton East High School
<i>Department</i>	Administration – Special Education
<i>Reports To</i>	Executive Director of Special Education - Principal
<i>Position Summary</i>	The Special Education Coordinator provides instructional and support services for students with disabilities to assure compliance with federal, state, and district laws, policies, and procedures.
<i>Licensure</i>	Valid Illinois Professional Educator License with LBS1 and General Administrative endorsements required.
<i>Qualifications</i>	<p>Minimum of five years special education classroom teaching experience. Two years special education administrative experience preferred. Must have strong knowledge of Special Education laws, rules and regulations.</p> <p>Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable</p>
<i>Terms of Employment</i>	10 Month
<i>Evaluation</i>	Annually
<i>Compensation</i>	Minimum starting salary of \$80,000. Dependent on experience and qualifications.
<i>Start Date</i>	July 28, 2026

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty at the highest standard set by the district. The requirements listed below are representative of the knowledge, skill and/or ability required.

Administrative Responsibilities

- Provides leadership and support in the planning, design, and implementation of

classroom instruction, behavior modification, and the assessment of student learning

- Assists in monitoring program components, support needs, and material for the purpose of delivering services which conform to established guidelines.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Provides program leadership, professional development and support for the purpose of integrating all student services and programs with general education.
- Implements special education services and programs as needed and/or assigned for the purpose of conforming state and district curriculum and/or instructional objectives.
- Researches topics required to manage assignments for the purpose of developing new program/services, ensuring program compliance with relevant federal and state requirements, securing general information and/or responding to requests.
- Serves as the LEA representative for all special education evaluation and individual education planning meetings, as well as manifestation determinations.
- Compiles data from assessments, alternative assessments, and daily work for the purpose of analyzing issues, ensuring compliance with various policies and procedures, monitoring program components, and assisting with school improvement planning.
- Assists in performing personnel functions (e.g. interviewing, evaluating, supervising, etc) for the purpose of maintaining highly qualified staff, enhancing productivity of personnel, and achieving objectives within budget.
- Facilitates communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Prepares a variety of often complex reports, documents, and other material in both written and electronic formats for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

Operational Responsibilities:

- Reviews and approves initial referrals for accuracy, compliance and adequacy.
- Reviews and approves 3-year re-evaluation referrals for accuracy, compliance and adequacy.
- Reviews and approves annual IEPs for accuracy, compliance and adequacy.
- Assists in maintaining the internet –based special education module and the implementation of the IEP writing program.
- Assists in assigning the IEP manager for evaluations as necessary
- Assists in assigning the IEP manager for re-evaluations as necessary.
- Assists in assigning the IEP manager for all annual IEP reviews and IEPs as necessary.
- Reviews transfer IEPs consulting with the Director(s) of Special Education as necessary.
- Reviews policies and procedures for section 504 referrals; and provides leadership for 504 meetings.
- Assists in planning the Extended School Year program including the assigning of staff,

development of programming, etc.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality of Work
 - Quantity of Work
 - Attitude
 - Attendance/Punctuality
 - Flexibility and Innovation
 - Initiative
 - Cooperation with Supervisor
 - Cooperation with Peers
 - Demonstration of District Values
- Supports and Implements J.S. Morton policies' regulations, procedures, and administrative directives.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties
- Seeks and takes advantage for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.

Other

- Other professional duties as assigned or expected in the fulfillment of this position.

Physical Demands

This position requires the ability to sit for extended periods of time, stand for long periods of time and move to multiple locations on multiple floors in one day. There is some bending, lifting, carrying, stair climbing. This position requires using a computer and looking at a computer screen for extended periods of time on a daily basis. This position requires driving to multiple locations.

Work Environment

The work environment for this is varied and includes office, school and classroom locations, often in the same day. The work for this position is typically indoors. Reliable transportation is required for this position.

Job Description Revised

February 1st, 2024