



**Kaneland Community School District #302**  
47W326 Keslinger Road  
Maple Park, IL 60151  
Phone: 630-365-5111 Fax: 630-365-9428

**SPECIAL EDUCATION COORDINATOR  
JOB DESCRIPTION, 2026**

**Basic Responsibilities:** Under the direction of the Director of Special Education, provide leadership and guidance to the Special Education and Related Services staff, ensuring a "free and appropriate public education for students with disabilities".

**Requirements:**

- Professional Educator License (PEL)
  - Special Education endorsements (LBS 1, School Psychologist, School Social Worker, etc) preferred
  - Evaluation approval preferred
  - Principal/General Administrator endorsement required
- At least five years of proven instructional or service provider experience
- Prior administrative experience preferred

**Major Duties and Activities:**

1. Case management by attending staffings, serving as the LEA at meetings as needed, monitoring progress and helping determine appropriate placement for students in Mid-Valley and/or private placement programs
2. Serves as the case manager for all students in private placement.
3. Supervise and monitor district inclusionary practices, monitor opportunities for inclusion district-wide and help school based teams document inclusion within the student's Individualized Education Plans, oversee the identification and allocation of individual 1:1 assistants and provide general education staff with necessary information to help students succeed in the general education setting.
4. Provide staff consultation in matters of special education programming including curriculum, procedures, individual student needs and achievements.
5. Oversee district special education programs, recommend changes, and additions as needed, to the Director of Special Education.
6. Serve as the liaison between Early Intervention and Kaneland's Early Childhood program.
7. Schedule, attend, and complete all follow up paperwork associated with early intervention transition planning meetings.
8. Assist in recruitment selection, and the hiring of special education staff.
9. Provide staff with the necessary training to ensure success of students with disabilities.
10. Assist in observation and evaluations of special education personnel.
11. Participate in and/or lead committees that will assist in providing students with disabilities with a "free and appropriate public education".



**Kaneland Community School District #302**

47W326 Keslinger Road

Maple Park, IL 60151

Phone: 630-365-5111

Fax: 630-365-9428

12. When appropriate serve, as a Local Educational Agent and/or chairperson of individual education planning meetings.
13. Assume responsibility for professional growth.
14. Complete other duties as assigned by the Director of Special Education Services.

**Reports To:** Director of Special Education