



**Des Plaines Community Consolidated School District 62
Job Description**

Student Services Coordinator

Supervisor:	Assistant Superintendent for Student Services and Director of Student Services
Department:	Student Services
Location:	Administration Center
Employee Group:	Non-Bargaining
FLSA Status:	Exempt
Term:	11-Month (224 Days), Full Time

Summary of Role: The Student Services Coordinator is responsible for coordinating special education programs using leadership, supervisory and administrative skills.

Essential Duties and Responsibilities:

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Evaluates on an ongoing basis, the Special Services curriculum, procedures, and individual needs and achievements.
- Supervises and coordinates special education classroom programs.
- Compiles and maintains legally required and useful reports and records.
- Interprets the objectives and programs of the Special Services department to the staff and public.
- Ensures adherence to federal and state due process procedures.
- Consults with parents/guardians.
- Provides programming ideas to supplement regular classroom instruction.
- Keeps informed of all legal requirements governing Special Education.
- Assists in the adaptation of school policies to include special education needs.
- Serves as the LEA in IEP meetings.
- Coordinates out-of-district placements for students in need of private or public day school programs.
- Consults and advises on students who have social, emotional, and/or behavioral needs.
- Performs other related duties as assigned.

Education and Experience:

- Illinois Professional Educator License with LBS1 or LBS2 and Administrative endorsement required.
- ISBE Teacher Evaluator designation.
- At least five years of progressive experience as an elementary and/or middle school special education teacher and/or administrator.

Knowledge and Skills:

- Deep knowledge of the IEP and Section 504 process
- Experience using data to inform decision-making, and working collegially with others
- Experience participating on school or district committees focusing on data driven decisions
- Experience with mental health, behavioral analysis, and designing intervention plans for students is preferred.
- Demonstrated experiences of coordinating professional development with teachers is preferred
- Possess an understanding of state and federal laws, policy and procedures pertaining to students with disabilities
- Experience serving in school or district leadership roles
- Demonstrated strong organizational, problem-solving and human relations skills.
- Demonstrated excellence in verbal and written communications.
- Excellent technology skills including Google Suite
- Strong interpersonal skills
- Demonstrates ethical behavior
- Demonstrated ability to work collaboratively with colleagues, community, and staff
- Demonstrated ability to work independently with minimal supervision

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear.
- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee may occasionally be required to climb or balance; and stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds; such as office equipment and paper boxes.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Daily use of computer monitors is required. Requires typing on the computer keyboard with frequent interruptions.
- The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers.
- This position requires the employee to travel to multiple locations, often on a daily basis. A reliable method of transportation is required to travel to those locations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works in an office environment with a noise level that is generally that of a regular office environment.

- The employee regularly works in a school building setting with children, and is subject to noises associated with both an educational environment and other settings such as a gymnasium, lunchroom or LMC.
- Work is usually conducted indoors, but outdoor work may be expected on an occasional basis.

Compensation:

District 62 offers an excellent compensation and benefits package. This is an 11-month, 224-day position. The salary range for this position is \$80,000 - \$87,000 annually.

- District 62 provides fully paid individual health benefits. Health benefits information can be found here: <https://ccsd62.benefithub.com/app/home>

Evaluation:

Job performance will be evaluated annually by the Assistant Superintendent for Student Services or designee.