

**EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION**

JOB TITLE: Special Education Coordinator (LCJVS)

QUALIFICATIONS:

Administrative License required
Administrative experience in Special Education
(Superintendent approval required for any variations
from above listing.)

REPORTS TO: Director of Special Education Services or district
designee

CONTRACT: Part-time, Ten (10) Month

JOB DESCRIPTION

1. Act as a liaison for LCJVS and the 13 Associate Districts.
2. Familiarize yourself with the JVS vocational labs and school community.
3. Provide assistance in fulfilling the legal requirements associated with developing and implementing curriculum and material changes in the general education and special education classes.
4. Complies with state model policies and procedures for the education of students identified having a disability.
5. Facilitate Manifestation Determination Reviews.
6. Manage IEP Case Managers and caseloads.
7. Assist with improving instruction by working with individual teachers, departments or building staff.
8. Serve as resource person and/or presenter for local in-service programs on issues of educating students with disabilities.
9. Keep up to date with special education laws, changes in the operating standards, model policies and procedures in special education.
10. Keep teachers and administrators advised of changes in the law or regulations affecting the educational process or programs.
11. Provide consultation and assistance, through observation and discussion, to assure continuity among evaluation data, the IEP and lessons.
12. Participate in IEP and evaluation team meetings as the district representative.
13. Review the development of the IEP's, and annual reviews to assure that IEP is compliant and appropriate special education services are being provided for all students with disabilities.

14. Collaborate with EMIS coordinators and administrative assistants to ensure accurate data reporting.
15. Develop rapport and a strong supportive working relationship with instructional staff and parents.
16. Keep informed of the latest thinking in curriculum design, instructional strategies and program development.
17. Serve as an effective communication link between the ESCLC and other necessary educational service agencies.
18. Additional duties and responsibilities as assigned by the Director of Special Education Services or designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

- Demonstrates professionalism including attendance and punctuality and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Manages individual, group, and organizational interactions while averting problem situations and intervening appropriately to resolve conflicts.
- Effectively communicates using verbal, nonverbal, writing and listening skills.
- Exercises self-control and perseverance when dealing with students, staff and public.
- Accurately completes paperwork and inputs data according to established deadlines.

WORKING CONDITIONS/PHYSICAL DEMANDS

The characteristics listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

1. Expected movements consistent with a school environment and occasionally lifting up to 30 pounds.
2. While performing the duties of this job, the employee is regularly required to stand, walk, and sit; must have fully functioning arms and hands and are required to talk and/or hear.
3. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
4. While performing the duties of this job, the employee is exposed to a normal school environment.
5. Local travel may be required for training/meetings/events.

NOTE: The above-stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other tasks of a similar nature or level of responsibility. created 4/26