

Gahanna-Jefferson School District Position Description

Position Title:	Coordinator of Special Education
Reports To:	Director of Special Education
FLSA Status:	Exempt
Pay Grade:	11
Revision Date:	March 28, 2019

SUMMARY: The Coordinator of Special Education will supervise, develop and evaluate programs and services geared to meeting the specific individual education needs of students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Collaboratively works with parents, school administrators and intervention staff to coordinate programs and services for students with disabilities.
- Plans, organizes and conducts comprehensive professional development opportunities for teachers, administrators, teacher assistants, related service staff, parents and other staff members.
- Provides support and consultation to teachers, staff, administration and parents in the areas of special education to improve curriculum implementation, support instructional capacity and increase student achievement.
- Assists in the recruitment, hiring, supervision and evaluation process for intervention staff.
- Works with the Director of Special Education to research best practices and analyze and identify District trends and needs.
- Plans, implements and monitors improvement to special education and related services programming.
- Coordinates resources and materials to develop plans for academic, psychological, social and emotional health.
- Coordinates early childhood services, school age services, transition services, postsecondary options, alternative education programs and home instruction.
- Leads and coordinates related services such as speech and language therapy, occupational therapy, physical therapy, adapted physical education, nursing, psychological services and behavioral services.
- Assists the Director of Special Education in the monitoring and recommendation of specialized equipment and curriculum and instructional materials as it relates to classroom and student needs in order to inform the utilization of special education funds.
- Coordinates and monitors services and supports to ensure compliance with District policies and state and federal laws applicable to special education and individuals with disabilities.
- Assists in the development and review of policies and administrative guidelines concerning special education programs.
- Coordinates activities between the school District and community, businesses or private agencies to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
- Coordinates the District alternative education placements. Responsibilities may include contracting with outside agencies for placement seats, recommending the purchase of seats, monitoring program quality and effectiveness, working with building and District administrators on criteria for placement, and evaluating the yearly needs.
- Attends trainings, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- Prepares or oversees the preparation of all required reports and maintains all appropriate records.
- Assists in the implementation of the District's goals.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action including utilizing appropriate strategies and problem solving tools to make decisions.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's Degree in Education.
- Experience in program development, leadership and program coordination preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Administrative License is required.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Must be able to transport between school buildings, districts and cities.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, parents, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being and work output of others. Must be able to meet demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.