



*An Equal Opportunity Employer*

Flint Community Schools

Human Resources

### **Employee Job Description**

#### **Job Title: Building Based Coordinator – Learning Support Services**

#### **Job Summary:**

The Building-Based Coordinator for Learning Support Services (LSS) acts as a liaison between the Office of Learning Support Services and the school, supporting the coordination and facilitation of daily operations within special education programs. This role provides leadership in the planning, implementation, coordination, and evaluation of special education services to ensure alignment with federal regulations, state guidelines, local policies, and best practices. This role advocates for inclusive practices that promote understanding of special education, recommends improvements based on data analysis, and prioritizes building strong relationships with staff, administrators, students, and families—all while ensuring that students receive a successful educational experience with individualized services to meet their specific needs.

#### **Essential Functions (May include, but not limited to):**

1. Support educators in the development, implementation, and monitoring of Individualized Education Programs (IEPs) tailored to students' unique needs.
2. Collaborate with teachers, administrators, and parents to ensure the delivery of appropriate services and supports in alignment with each student's IEP.
3. Design and distribute resources, materials, and tools to assist educators in addressing the diverse academic and behavioral needs of students.
4. Utilize data to guide program improvements and support informed decision-making.
5. Assist in the enrollment process for new students with disabilities, ensuring compliance with relevant regulations.
6. Partner with the building assessment coordinator to identify and implement appropriate state and district assessment accommodations as outlined in IEPs.
7. Collaborate with the LSS central office to develop and implement professional development opportunities for school staff on best practices in special education.

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8. Contribute to the development and implementation of departmental processes and procedures related to special education services.
9. Provide guidance to educators and families to navigate the special education system.
10. Maintain accurate, up-to-date records and documentation related to special education.
11. Oversee the process for initial evaluations, reevaluations, and eligibility determinations for special education services.
12. Lead IEP meetings as necessary, ensuring compliance with required documentation and timelines.
13. Participate in the assessment and evaluation process to identify student needs, including academic achievement, and develop appropriate intervention strategies.
14. Work with multidisciplinary teams and school support teams to create comprehensive student support plans.
15. Serve as a liaison between the LSS central office and building staff, ensuring the effective implementation of IEPs for assigned students.
16. Monitor and evaluate the effectiveness of IEPs, providing recommendations for adjustments as necessary.
17. Provide detailed reports, data, and other relevant information as requested.
18. Consult with school personnel to ensure proper implementation of IEPs.
19. Assist in the planning, implementation, and evaluation of professional development initiatives for special education staff and other key stakeholders.
20. Support the coordination of staffing and programming for the Extended School Year (ESY) program.
21. Oversee the coordination and facilitation of program changes and referrals to center-based programs.
22. Stay current with federal, state, and local special education laws and mandates.
23. Support the monitoring and management of special education caseloads and schedules.
24. Contribute to the development and maintenance of resources for staff related to special education law, processes, and best practices.
25. Advocate for the needs of students with disabilities, promoting awareness and understanding within the school community.

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26. Keep informed on current research, trends, legislation, and best practices in special education, and actively pursue professional development opportunities to enhance expertise.
27. Mentor and support new special education teachers to improve their skills and instructional effectiveness.
28. Perform other duties as assigned by LSS administration.

### **Qualifications:**

Education:

Master's degree required. Valid Michigan Teacher Certification with one or more special education endorsements, or Valid Michigan license in related field.

Experience:

Minimum of 5 years successful special education related experience required, in a classroom setting preferred. Prior special education leadership experience preferred.

Skills:

Ability to manage multiple projects and stay organized with attention to detail. Proficient in Microsoft Office, Google apps, and relevant software; Edplan and Synergy experience preferred. Strong leadership and decision-making skills. Experience working in a culturally diverse environment. Skilled in assistive technology and software. Knowledge of federal and state special education regulations. Excellent communication skills, both written and verbal. Ability to work independently and collaboratively. Strong problem-solving skills and data analysis experience. Patient, respectful, and understanding of students. Committed to professional responsibility and district compliance. Effective time management skills.

### **Other Requirements:**

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

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*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.*

### **Special Job Considerations:**

Certification: Required

Type of Certification: State of Michigan Teacher Certification

Bargaining Unit: N/A

Salary Schedule: Full-Time, 219 days, At-Will position.

Immediate Supervisor: Director of Learning Support Services

Date: 1/10/2025

TM: tvs

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.*

#### **Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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**Translation services are available upon request, please call 760-1259**

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