

Goodhue County Education District #6051

I. General Information:

- 1. Position Title:** District Special Education Coordinator
- 2. Job Classification:** Special Education License
- 3. Work Location:** As assigned in the GCED member schools
- 4. Job Description:** Updated April 2017
- 5. Reports to:** GCED Executive Director/Superintendents/Building Administrators

II. Position Purposes: Support overall development of student support services to assigned GCED member districts. Provide technical support and consultation to assigned GCED member districts in development and implementation of student support services programs.

II. Primary Tasks

Tasks

1. Provide support to building's administrators and staff regarding due process.

Authority to Act

- 1.a. Report to building administrators and director of special education regarding the status of implementation of due process procedures.**
- 1.b. Conduct random file reviews to determine correct procedures including timelines, appropriate documentation and completion of due process forms.**
- 1.c. Provide training and consultation for educators on special education rule, law and proper due process procedure.**
- 1.d. Review records of new transfer students with an I.E.P. in place and make recommendations to building principal.**
- 1.e. Attend I.E.P. team meetings of students exiting special education.**

2. Provide support to building administration and staff regarding special education programming services.

- 2.a. Meet routinely with building administrator and director of special education regarding special programs and needs within their buildings.**
- 2.b. Monitor special education services and programming collaboratively with special education staff to determine effective use of resources.**
- 2.c. With building special education staff develop recommendations for program and service alternatives.**
- 2.d. Consult with special education staff and general education staff regarding implementation of performance packages and basic standards tests.**
- 2.e. Assist building principals in the facilitating of student support teams.**
- 2.f. Advise building principals on various methods of evaluating special education staff.**
- 2.g. Post special education teaching and support positions, screen candidates and facilitate hiring teams following the guidelines of that districts administrator HR manual.**
- 2.h. Annually evaluate all non-licensed support staff and assist HR with any disciplinary action related to those employees.**
- 2.i. Directly contribute to the evaluation, coaching and any employee disciplinary action or performance improvement plans for licensed special education staff.**

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| 3. Improve communication and collaboration among building, districts and GCED personnel. | 3.a. Provide liaison between special education and district administration regarding department needs and ideas.
3.b. Provide liaison between special education and GCED.
3.c. Provide support to building administrators and special education staff regarding general education accommodations and modifications for students with special needs. |
| 4. Support GCED organizational efforts. | 4.a. Assist in providing continuing education opportunities for disability areas by coordinating efforts to bring areas together to network.
4.b. Assist GCED Director in coordinating ESY services between or within districts.
4.c. Assist GCED Director in education and implementation of new and/or revised federal and state special education rules, laws and regulations.
4.d. Attend team meetings for special needs students at state academies. |
| 5. Participate in regional and state special education meetings. | 5.a. Identify with director necessary meetings to attend. |

IV. Nature and Scope:

1. **Working Conditions:**
 - A. **Assigned to Cannon Falls, Goodhue, Kenyon-Wanamingo, Lake City, Red Wing, & Zumbrota-Mazeppa Schools**
 - B. **Supervision: GCED Executive Director and District Superintendent**
 - C. **Evaluation: GCED Executive Director**
 - D. **Terms of Employment: GCED Coordinator Contract**
 - E. **This job description is not necessarily all-inclusive in terms of work detail.**
2. **Relationships: The position of Special Education Coordinator is multifaceted. It is a position that involves working with administration and staff as well as the GCED staff to support and assist in the implementation of special education rules, laws and regulations. It also involves educating, collaborating and promoting effective programs that enable educators to meet the education requirement of special needs students.**
3. **Skills/Qualifications:**
 - A. **Education/Licensure: MDE special education licensure and active and continuous status as a student in good standing in a licensure program for principal or special education director.**
 - B. **Experience: Teacher and leadership experience in a field of special education.**
 - C. **Management: Be able to manage time and be self confident to carry out primary tasks.**
 - D. **Excellent communication and interpersonal skills**
 - E. **Knowledge of MDE Special Education rules, regulations and laws, and a working knowledge of due process procedures.**
 - F. **Maintain confidentiality.**
4. **Freedom to Act: The Special Education Coordinator must have the freedom to carry out the primary tasks with administration and staff as well as the GCED staff with the support of the building principal.**