

Position Title:	Student Services Coordinator		
Date Posted:	September 26, 2025	Closing Date:	Until filled
Reports to:	Superintendent	FLSA Status:	Exempt
Terms of Employment	11 months	Salary Range:	\$72,500-86,000 Commensurate with experience
Essential Duties			
<ul style="list-style-type: none"> • Develops, implements and monitors District 93 special education programs and procedures to ensure compliance with the IDEA • Adheres to and enforces board policy, school guidelines, administrative directives and district standards • Facilitates Individualized Education Plan (IEP) team decisions regarding appropriate services and student placement within or outside of the district • Oversee the completion and maintenance of special education records and reports in compliance with federal and state regulations and district policy • Manages Child Find activities for students' birth to five • Facilitates communication between staff, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts • Advises parents, regular education and special education teachers, related service providers in the proper programming for students • Recommends and supports the Director of Curriculum in the adaptation and evaluation of instructional materials, products, and curriculum. • Assist with developing, administering, monitoring, and coordinating assigned budget and initiating requisitions. • Supports special education and Rti/MTSS teams • Performs other related duties as assigned 			
Job Responsibilities			
<ul style="list-style-type: none"> • Administers all procedures related to Section 504 of the Rehabilitation Act • Assist in planning activities within the school to ensure inclusion of all students • Demonstrates flexibility in program planning • Consults with teachers and social workers in a treatment team format regarding the provision of education and/or services to students. • Makes recommendations to the Principal about appropriate placement. • Organizes and maintains complete and correct records. • Completes State reporting forms for special education, English Learners and other as assigned by the Superintendent • Participates and coordinates Master schedule for Individualized Educational Program meetings, annual Reviews, and Multi-disciplinary conferences. • Assists in the facilitation of and seeks professional growth activities/opportunities among the staff and self. • Provides support and resources for teachers to implement differentiated instructional strategies • Ability to lead with integrity and professionalism 			

- Treat all people with respect and dignity while maintaining confidentiality in the protection of students' rights.

Additional Responsibilities

- As part of the team, participate in parent conferences, classroom observations, consultation with local agencies, PAEC and other educational entities as necessary.
- Participate in other duties based on needs of students and programs that may include but not be limited to early childhood screenings, parent groups, Cooperative meetings, etc.
- Stay abreast of current trends, research, changes in the field of special education for practical application to the school were applicable
- Perform other tasks as assigned by the Superintendent or designee.

Minimum Qualification

- Valid Professional Educator Licensure (PEL) with special education endorsement, LBS1 or related special education certification or endorsements (SLP, SW)
- General Administrative (Type 75) endorsements
- Minimum 3-5 years of teaching and/or educational experience/administration in special education setting/programs.
- Strong knowledge of Special education law (IDEA), Section 504, EL services and ISBE regulations
- Commitment to quality educational services for children with disabilities and their families.
- Working knowledge of the relationship among cognitive, behavioral, social/emotional, communicative, and academic development.
- Demonstrated ability to lead effective teams collaboratively, problem solve, manage caseload effectively
- Flexible, organized; prior coordination experience in a K-8 setting
- Bilingual (Spanish) recommended

Evaluation

Performance of this job will be evaluated in accordance with provisions of Hillside Board of Education by the Superintendent.

Skills/Competencies

- Ability to read, analyze and interpret documents and spreadsheets in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community including parents, students and Administrators.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to learn and use a variety of computer programs including online subscription services and databases effectively to evaluate and manage information.
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within school district requirements and PAEC 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, stand, talk and hear for extended periods of time,
- Utilize and operate standard office equipment including electronic equipment.
- Reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities or acuity for close, distance, color, and peripheral vision; and the ability to adjust focus.
- Lift, carry, bend, push, move and/or pull up to 10 pounds.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.