

INDEPENDENT SCHOOL DISTRICT NO. 6070
ITASCA AREA SCHOOLS COLLABORATIVE (IASC)

Job Title:

IASC Special Education Coordinator

Supervisor:

IASC Executive Director

Required/Desired Education:

- A special education teacher license in the state of Minnesota is required.
- MN Autism Spectrum Disorder Teacher License preferred.
- Advanced degree preferred.
- CPI trainer credentials preferred.
- Training in instructional coaching and/or practice-based coaching preferred.

Essential Duties and Responsibilities:

- Upon individual district request, attend or appoint a designee for IEP (Team) meetings.
- Assist districts with manifestation determination meetings.
- Assist IEP teams in analyzing data to support the development of Functional Behavior Assessments and Positive Behavior Intervention Plans.
- Attend Restrictive procedure oversight committee meetings and assist in the development of district restrictive procedure plans.
- Maintain a current understanding of special education rules and service delivery models.
- Assist with due process file reviews for each district.
- Advise special education staff/administration on due process and special education reporting requirements.
- Assist special education staff in state and district assessment adaptations/modifications.
- Assist special education staff in the decision-making process of program or alternative educational placement of students.
- Assist district special education staff in transitioning students to and from one school district to another.
- Assist in updating/training special education staff in the use of SpEd Forms computer program/database.
- Provide in-service and CPI training to special education teachers/administrators.
- Assist special education staff regarding the Third-Party Billing process and requirements.
- Be available to answer questions and help parents of students with special needs.
- Assist in accessing and researching caseload data for all districts.

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- Responsible for preparing reports to the Director of Special Education/Superintendents as needed.
- Assist in revision and maintenance of the Total Special Education System (TSES).
- Other duties as assigned.
- Performs other duties as assigned

Qualification Requirements:

- Excellent communication and interpersonal skills to interact with parents, staff, and visitors.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Proficiency in various computer programs, as well as Google Suite, Mac computers and other relevant administrative software.
- Attention to detail and ability to maintain accurate records.
- Discretion and ability to handle confidential information.
- High school diploma, with additional administrative or office management experience preferred.
- Create and maintain working relationships with all administration, teachers, paraprofessionals and other educational staff.
- Able to anticipate needs of districts and staff and be proactive in developing a plan to address the needs.
- Problem solve and determine a risk analysis of situations when the application of rules and regulation is necessary.

Preferred Experience:

- Must be willing to be trained and learn new information or changes to information
- Must be detail-oriented, organized, and able to problem-solve
- Ability to work independently and with groups
- Must be able to work and build positive relationships with staff of varying abilities and experience
- Experience with conflict resolution
- Experience and comfortable communicating using Google (Email, Drive, and Calendar) along with virtual meeting platforms

Other skills and abilities:

- Ability to maintain composure under stressful conditions.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements

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- Need for extreme confidentiality
- Ability to handle feedback from supervisor and/or employees
- Handle multiple tasks
- Attention to detail

Physical Requirements

- Keyboarding-repetitive motion
- Working with parents/staff/administration/outside agencies
- Normal school working conditions
- Ability to travel between districts and work sites
- Working under time pressures created by due dates/deadlines

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability