

Joliet Township High School

- POSITION TITLE:** Special Services Coordinator
- REPORTS TO:** Director of Special Services and Building Principal
- QUALIFICATIONS:** Illinois Professional Educator License
LBS1 Endorsement
General Administrative or Principal Endorsement
Four Years of Teaching Experience Preferred
- SUPERVISES:** Building Staff as it pertains to the effective operation and programming of Special Services.
- JOB GOAL:** Improve student performance by providing educational leadership in the coordination of academic content and student opportunities for students receiving special services.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP:

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to students receiving special services.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students with disabilities.
- Collaborate with the AVAC/Transition Coordinator and the Director of Alternative Services.

- Demonstrate knowledge of Federal and State laws pertaining to the education of students with disabilities.
- Coordinate all aspects of the special education process including and not limited to: Individual Education Program (IEP) meetings, annual reviews, re-evaluations, Manifestation Determinations (MDR), etc.
- Articulate with sender schools regarding programming for students.
- Work with community agencies to meet the needs of students.
- Identify, communicate, and develop action plans for programming to meet student needs.
- Lead special education and general education staff for the purpose of improving existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.
- Communicate on a regular basis with the Director of Special Services and Building Principals.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Collect, analyze, and share data to evaluate the effectiveness of the special education programs and policies and procedures to meet the needs of the students.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Assist the Director of Special Services in the planning and implementation of new and innovative programming for students with disabilities.
- Supervise the implementation of all curricular programs, within the continuum of special services, including co-taught, instructional, and consult
- Supervise Extended School Year program (ESY), when applicable.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Co-chair the Instructional Leadership Team for Special Education.
- Support the development and implementation of curriculum and assessments in Special Education programming.
- Ensure pedagogical best practices and scientifically based instruction are implemented in the classroom, with a focus upon co-taught, instructional, and consult.
- Collaborate with Building Leadership to develop and coordinate student schedules.
- Serve as an instructional leader and resource for staff.
- Recommend appropriate instructional materials for district purchase.
- Coordinate IEP management responsibilities.

- Ensure appropriate transition services are provided for students.
- Coordinate the provision of related services for students with an individualized education plan.
- Serve as the LEA Representative when needed as appropriate.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned.
- Develop, implement, and monitor administrative processes for the purpose of preparing reports, authorizing financial transactions, and ensuring compliance with local, state, and federal regulations.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.