



## Marion County School District Job Description

**Title:** Special Services Coordinator II

**Qualifications:**

1. Masters degree in Special Education, Remediation, Psychology or other related field.
2. SC Certified in any field of special education or School Psychologist II or III
3. SC Administrative Certification
4. Minimum of five years successful teaching experience in special education
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Director of Special Services

**Supervises:** Not Applicable

**Job Goal:** The Special Services coordinator shall assume responsibility for assisting in the planning development, coordination, and management of all special education services. This individual will also ensure compliance with state and federal regulations governing the above listed programs and services.

**Performance Responsibilities:**

- Assists in interpreting the continuum of services provided for exceptional students to all stakeholders
- Assists in developing, revising, monitoring and evaluating instructional support to provide access to the general curriculum
- Assists in developing, revising and implementing an adequate system of professional learning activities related to IDEA
- Assists school level personnel in selecting and using instructional materials based on individual learning needs to access the general curriculum

- Oversees school level progress monitoring compliance
- Assists with meeting state/federal guidelines and maintaining due process
- Coordinates peer review committees at assigned schools by conducting monthly peer reviews of identified IEP compliance issues
- Collects and records appropriate data as needed for school improvement goals
- Participates in and provides professional learning opportunities as the necessary
- Performs other duties as may be assigned by the Director of Special Services

**Terms of Employment:** 220 days

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional personnel.