

Coordinator of Exceptional Achievers

Reports to: Director of Exceptional Achievers, Principals

Supervises: Special Education Staff

Evaluated by: Exceptional Achievers Administrators

Evaluation period: Annual

Location: Multiple Schools within the District

Purpose of the Position:

The Coordinator is responsible for assisting the Department of Exceptional Achievers with leadership and supervision in developing, monitoring, and improving educational programs and related services for students with special needs. Work involves supervising and managing the academic service areas, which include but are not limited to acting as Public Agency Representative for Case Conferences, IEP compliance, curriculum and instruction, social/emotional and behavioral support, and educational support services.

Education and Experience

Valid Indiana Teacher License in special education required; Administrative Classes and/or license preferred. Significant experience as a teacher and/or supervisor working with students with disabilities (ages 3 to 22 years inclusive) to include a minimum of 5 years of direct development of IEPs and implementation through service delivery, with additional experience in an administrative/supervisory role involving exceptional learner processes and instructional programming preferred.

Responsibilities and Duties:

- Assists in the overall planning, implementation, coordination, and evaluation of special education programs and services, specified by the State Department of Public Instruction, and authorized by the Board of School Trustees
- Possesses specialized training in or strong knowledge of effective administrative strategies in cooperative learning, higher level thinking skills, learning styles, learning to mastery, and student evaluation.
- Demonstrates ability to collaborate with students, staff, parents, and community to achieve educational goals.
- Demonstrates an ability to function as a team member and a team leader.
- Demonstrates ability to assume the responsibility of discipline and attendance issues, including the determination and assignment of appropriate corrective action.
- Supports and communicates a district wide philosophy of least restrictive environment for serving students with special needs.
- Collaborates with the director, school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs.
- Directs personnel to deliver services that conform to established guidelines.
- Collaborates with school-based administrators and central office administrators regarding the discipline of students with special needs.
- Evaluates district and school special education programs and monitors the implementation of special education and compliance with regulations in each building assigned.
- Facilitates meetings and processes to implement and maintain special education programs and services in district schools.

- Implements assigned programs and/or projects to conform to district and state curriculum.
- Communicates information on programs, services, and regulations to school personnel, parents, and administration.
- Analyzes data to support the allocation of special education staff to schools.
- Coordinates with outside agencies to provide services to students, staff, and families.
- Conducts ongoing needs assessments, collects, and analyzes data, and uses pertinent data to refine and improve special education services and program.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities.
- Maintains open lines of communication regarding special education with all interested parties; responds to concerns of parents, teachers, building and central office administrators, and community members.
- Collaborates with stakeholders to develop and implement district strategic plan and goals.
- Oversees the distribution and use of assistive technology tools and devices.
- Provides necessary training to students and staff for the identified needs of individual students.
- Supervises and evaluates special education staff.
- Facilitates staff professional development based on student needs.
- Provides parents information regarding outside community resources and services.
- Performs any other duties as assigned by the Director of Exceptional Achievers

Knowledge and Skills

Ability to work collaboratively with principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal, state, and local mandates for special education to ensure that the school district is in compliance; handle confidential information discretely and professionally; use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups; effective management, supervisory, team-building, and problem solving skills; extensive knowledge and experience in the Indiana IEP system.

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 stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Terms of Employment:

195 Day Contract

Salary commensurate with experience and qualifications

Benefits determined by the Administrative Fringe Benefits Schedule

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.