



## Job Description

<b>Position Title:</b>	Coordinator, Speech- Special Education
<b>Job Title:</b>	Coordinator I
<b>Function:</b>	Academic Support
<b>Family:</b>	Special Education Programs & Services

<b>Reports to:</b>	Special Education Director	<b>Pay Grade:</b>	W06
<b>Terms of Employment:</b>	<ul style="list-style-type: none"> <li>• 230 days per year.</li> <li>• Non-Chapter 21 employment agreement.</li> <li>• Salary is in the Administrative Programs Job Group W06 on the SAISD Compensation Plan.</li> <li>• Entry salary is at \$69,460.00 with consideration for directly related experience.</li> </ul>	<b>FLSA Classification:</b>	Exempt
<b>Funding Source:</b>	This position is locally funded.		

### Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

Ensure high-quality programming and instruction for children with disabilities. Responsible for monitoring programs and staff to ensure compliance with state and federal guidelines for special education and will assist with summer programs and professional development for district personnel.

### Essential Functions / Key Responsibilities

1. Coordinate and monitor program development, implementation, and evaluation of special education speech and language therapy programs.
2. Assist the director and assistant superintendent to identify instructional needs for students with disabilities at campuses assigned.
3. Utilize formal and informal data to identify trends and needs of campuses and classrooms.
4. Monitor and provide support to school personnel to ensure compliance with local, state, and federal special education policies, and procedures.
5. Disseminate information regarding policies and procedures in support of the goals of the Department of Special Education Services.
6. Ensure effective delivery of district speech services to eligible students.
7. Assist in the hiring process for Speech-Language Pathologist (district and agency).
8. Ensure district ARD (Admission, Review, and Dismissal) committee meetings, speech initials, and reevaluations assessments are conducted in a timely manner according to federal regulations.
9. Assist with the organizational needs of the Special Education Department.
10. Identify organizational needs and best practices at the campus and district level.
11. Support the creation and implementation of speech and language services in support of academic and skill development in students with special needs.
12. Collaborate with staff to plan, implement, and evaluate IEPs (Individualized Educational Plan) on a regular basis.



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13. Develop and provide professional development that supports the district's and department's goals and advances best practices for students with disabilities.
14. Coordinate and monitor professional development for school administrators and personnel on specific topics and programs.
15. Keep abreast with current research practices and legislative guidelines affecting Special Education as it relates to the Speech and Language Program.
16. Attend in-service training to maintain current knowledge, understanding, and skills appropriate to job assignment.
17. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Bachelor's degree in Special Education or related field from an accredited college or university or 4 years of equivalent experience.
- Teacher certification or endorsement/licensure from TEA/State Board in the area Licensed Specialist in School Psychology, Educational Diagnostician, Speech Pathology, or Social Work.
- 5+ years of progressive experience in special education.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

### Preferred Requirements

- Master's degree in Special Education or a related field such as supervision, school psychology, educational diagnostician, speech pathology, etc.
- Mid-Management-Principal certification from TEA.

### Knowledge, Skills & Abilities

- Knowledge of state and federal mandates, as they apply to special education including compliance timelines.
- Knowledge of changes to state and district policies, procedures, and regulations regarding special education and students with disabilities.
- Knowledge of district goals and initiatives related to instruction and post-secondary education and the supports needed for students with disabilities to achieve them.
- Knowledge of how disability conditions affect learning and behavior.
- Demonstrated ability to use data to inform instructional decisions.
- Demonstrated ability to develop and deliver staff development presentations.
- Demonstrated ability to identify and analyze appropriate speech and language evaluation instruments necessary for the identification of children eligible for special education services under IDEA.
- Demonstrated ability to develop and review procedures and policies related to the evaluation of students for special education services, review ARD meetings, and reevaluation.
- Demonstrated ability to understand, supervise, and monitor evaluation procedures, results, and reports.
- Demonstrated ability to analyze data and provide recommendations.
- Demonstrated ability to maintain accurate records and meet deadlines.
- Strong organization and communication (written and oral).
- Ability to work cooperatively with staff, students, and parents.
- Ability to adjust and be flexible in a multitude of situations.



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- Demonstrate a high level of personal integrity, a collaborative leadership style, and high ethical standards.
- Knowledge of technology-related communication devices.
- Demonstrated ability to develop and maintain effective and positive relationships with staff, students, and families.

### **Working Conditions**

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### **Supervisory Responsibilities / Direct Reports**

- Supervision of assigned personnel.
- Supervision of students, on occasion

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

Employee Signature: ..... Date: .....