

**Position Description**

**SPECIAL EDUCATION COORDINATOR**

**QUALIFICATIONS:**

1. Master's Degree in Education
2. Certified or eligible for certification in Special Education Administration
3. Minimum of five years direct service experience with special education students in the schools or equivalent preferred.

**REPORTS TO:**

1. Building Principal(s)
2. Dotted line to Director of Special Services

**SUPERVISES:**

1. Special Education Staff

**JOB GOAL:**

To facilitate all aspects of the special education process in the intermediate school and the intensive needs program at Riddle Brook School so that the building level special education programs meet the needs of students with special needs.

**PERFORMANCE RESPONSIBILITIES:**

1. Special Education Coordination

- A. Facilitates all new special education referrals.
- B. Oversees all special education procedures, including paperwork.
- C. Monitors Individual Education Plan (I.E.P.) implementation.
- D. Represents the Bedford School District as Local Education Agent (LEA) at special education meetings, and provides input to the team.
- E. Organizes and chairs Referral/Review Team (RRT) meetings.
- F. Organizes and chairs Manifestation Determination Teams on discipline issues.
- G. Responds to parent/teacher concerns in a timely manner, and works proactively to address concerns/problems.
- H. Serves as liaison among teachers, specialists, administrators, and parents.
- I. Assists in staff development in the areas of special education.

2. Programming

- A. Acts as resource consultant to staff.
- B. Assists administrators in developing paraprofessional training programs.
- C. Works with administrators in team building between special education and regular education.

- D. Assists administrators in developing and implementing special education programs designed to meet the needs of the students.
- E. Works with the Director of Special Services in budget development.
- F. Provides administrators with feedback and input on matters involving special education.

3. Assessment

- A. Works with the Assessment Specialist in coordinating evaluation schedules.
- B. Oversees the completion of special education evaluation forms.
- C. Coordinates classroom observations pursuant to the student's evaluation plan, and works with staff in establishing observation techniques as part of the identification process.
- D. Facilitates implementation of state-wide academic assessment programs including alternate assessments and accommodations.

4. Extended School Year (ESY) Coordinator, Grades 5-8

- A. Responsible for hiring special education staff for ESY.
- B. Responsible for organization of ESY, Grades 5-8, to include determining staff needs, room assignments and staff training.
- C. Responsible for oversight of program implementation during the ESY period including representing the district (LEA) as needed in special education matters Grades 5-8.

5. Other

- A. Supervises and evaluates special education staff as assigned by building principal.
- B. Participates in hiring process for special education staff as assigned by building principal

**TERMS OF EMPLOYMENT:**

210 day contract plus ESY days determined annually.

**EVALUATION:**

In accordance with district procedures

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Occasionally required |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Rarely required       |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs.:          | Occasionally required |
| 6. Carry 11 to 25 lbs.:          | Occasionally required |
| 7. Carry 26 to 50 lbs.:          | Not required          |
| 8. Carry over 50 lbs.:           | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering               | frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Not required          |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |    |
|--------------------------|--|----|
| 1. Talking:              | Necessary for communicating with others.           |    |
| 2. Hearing:              | Necessary for receiving instructions and queries.  | 3. |
| Sight:                   | Necessary for doing job effectively and correctly. |    |
| 4. Tasting and Smelling: | Not required.                                      |    |

**Specific Vocational Preparation Requirements:**

- |   |   |   |
|---|---|---|
| 1. Short demonstration only                                   | — |   |
| 2. Any beyond short demonstration up to and including 30 days | — |   |
| 3. 30-90 days   | — |   |
| 4. 91-180 days  | — |   |
| 5. 181 days to 1 year   | — |   |
| 6. 1 to 2 years   | — |   |
| 7. 2 to 4 years   | — | X |
| 8. 4 to 10 years  | — |   |
| 9. Over 10 years  | — |   |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.