

Job Description

Title: Special Education Coordinator

Qualifications:

1. Professional Educator License with one or more of the following endorsements: LBS I, School Psychologist, School Social Worker, and/or Speech Pathologist
2. Minimum 5 years successful teaching experience preferred
3. EL Certification Preferred

Goal: Special Education Coordinator for Building Level Special Education Services

Reports to: Building Principal/Director of Special Education

Performance Responsibilities:

1. Conducts/reviews interventions for students identified through Multi-Tiered System of Support (MTSS).
2. Performs diagnostic assessments for students enrolled in district area schools (private schools and preschoolers).
3. Performs case management duties for pre-referral (intervention), initial, reevaluations and annual review meetings.
4. Acts as a team leader for special education personnel, facilitating meetings, setting agenda, and monitoring inventory.
5. Uses technology for assessment, communication and documentation.
6. Acts as liaison between administrators and teachers to communicate in regards to students with special needs.
7. Engages in reflective practices to identify successes and challenges; participates in professional development, research, reading and inquiry sessions to stay abreast of developments in best classroom practices, technology, and assessment.
8. Participates in building level programs such as PBIS, Data Review Meetings, Decision Making Meetings, MTSS, etc.
9. Keeps accurate records for support services to communicate to district office.
10. Reviews new student files to identify special education needs.
11. Performs student observations.
12. Acts as special education coordinator/LEA for individual eligibility education, 504 plan, and service plan meetings.
13. Assists with designing, monitoring and coordinating district procedures to assure procedures are compliance with state and federal regulations.
14. Coordinates and participates in IEP meetings and annual reviews and facilitates the compilation of documentation for student records.
15. Provides on-going communication with parents, building staff, and outside agencies.
16. Performs other duties and assumes responsibilities as assigned in accordance with terms stipulated in the current contract

APPROVED BY THE BOARD OF EDUCATION ON MARCH 28, 2018