

Special Needs Coordinator

DEPARTMENT:	Special Needs	PAY BAND:	8
LOCATION:	Marion/Remote	TRAVEL REQUIRED:	Some in-state travel
DIRECT SUPERVISOR:	Assistant Director of Special Needs	POSITION TYPE:	Full Time / Exempt
JOB DESCRIPTION:			
<p>ROLE & RESPONSIBILITIES:</p> <p>TRECA Digital Academy (TDA) offers alternatives to traditional schooling that utilize 21st century technology. TDA provides students with computer technology, allowing them to progress at their own pace. The Special Needs Coordinator works closely with students, parents, and staff to ensure the education, care, and support of students within the TDA Special Needs program. The Coordinator works to facilitate and uphold direction from the Director of Special Needs under the Director of TDA, along with all applicable local, state, and federal laws.</p>			
<p>PRIMARY RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> ● Supervise, monitor, observe, and evaluate special needs staff. ● Participate in IEP, ETR, 504 and IAT meetings for TDA and partner students. ● Mediate concerns between students, parents, and staff. ● Coordinate with SAFE staff to determine appropriate interventions and/or community involvement, as well as any and all follow up activities. ● Assist in the development and/or revision of policies and procedures for all aspects of special education including screening, placement and education of students with special needs. ● Work to interpret federal and state laws, rules and regulations for students, parents, and staff and assist Special Needs Coordinators in preparing reports for federal, state and local regulatory agencies. ● Work in coordination with other special needs administration and testing coordination to ensure all students receive appropriate accommodations during testing, administer/proctor tests when needed. ● Attend professional development activities that pertain to special education and present information to group. ● Assist in coordination and facilitation of department meetings and professional development. ● Assist in planning and facilitation of alternate assessment. ● Communicate with stakeholders (partners, parents, related service providers, etc.) on a regular basis, in a timely and professional manner. ● Keep accurate and up-to-date student records, using TDA systems as required. ● Maintain and foster good relationships with partner school teaching staff as well as contracted support staff. ● Assist the administration in efforts to support the needs of partners, parents, and students. ● Develop systems and methods for engaging students and increasing motivation and productivity. ● Provide Response to Intervention (RTI) programming and instruction. ● Attend online and face-to-face meetings and events as required, including graduation. ● Interface daily with all required organizational communication systems. 			

- Assist with state testing as needed.
- Perform all other related duties as assigned.

QUALIFICATIONS & EDUCATION REQUIREMENTS:

- Master's Degree in Education, Special Needs, or a related field
- Current Ohio Administrative license and/or Education of the Handicapped license
- Special Education Administration or School Administration experience preferred
- Skills to manage personnel and programs, communicate effectively, and problem-solve
- An understanding of the TDA environment and individualized instruction
- Knowledge of basic 21st Century skills and tools related to on-line learning
- Technological proficiency and high-speed home internet access
- Ability to multitask and execute duties according to deadlines
- High degrees of flexibility, collaboration, organization, and self-motivation
- Knowledge of current State and Federal Operating Standards for serving students with disabilities
- Commitment to excellence and continuous improvement
- Accepts criticism and is able to contribute positively to corporate culture
- Is discreet and recognizes importance of maintaining confidentiality when handling or conveying information obtained in work setting

LAST UPDATED: January 28, 2020