

Thornton Township High School District 205

Job Description: Special Services Coordinator

TITLE: Special Services Coordinator

Reports to: Director of Special Services

Location: District Office

POSITION OVERVIEW:

The coordinator ensures that students in therapeutic and specialized placements receive appropriate academic and social-emotional support consistent with their Individualized Education Program (IEP) goals. The role requires collaboration with external agencies, therapeutic schools, mental health professionals, and families to monitor and adjust placements for student success.

Key responsibilities include conducting comprehensive assessments, developing partnerships with therapeutic facilities, and maintaining open communication with all stakeholders. The successful candidate will be organized, proactive, and passionate about fostering inclusive educational experiences.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Director of Special Services the Special Services Coordinator will:
Support Special Education by assisting in the development, implementation, and monitoring of

- Therapeutic Placement for students and managing student placements.
- Assist the Director with data collection, analysis, and progress monitoring of therapeutic placements.
- Coordinate with counselors, social workers, and student services staff to support with testing and IEP writing as necessary.
- Participate in and support student enrollment processes following out-of-school suspensions that result in out of district placement of students with IEP's
- Coordinate with teachers and administrative staff in placement of out of district placements.
- Support the implementation of training and professional development in Special Education
- Serve as a liaison between the therapeutic school and family's coordination with administrative leadership in district
- Attend and facilitate special education team meetings designated by the director
- Maintain confidentiality of student records in accordance with FERPA and district policy

Additional Duties and Responsibilities: The person in this position will be responsible for any additional duties and/or responsibilities as assigned or required by the Director of Special Services

REQUIRED QUALIFICATIONS:

- LBS1 endorsement with a minimum of 5 years in the classroom

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- Master's degree in educational leadership
- Administrative Endorsement
- At least five (5) years of experience working in a special education setting with youth populations.
- At least 3 years of case management experience serving as LEA
- Strong interpersonal and communication skills.
- Knowledge of therapeutic programming and placement practices.
- Experience with culturally responsive practices and trauma-informed care.
- Familiarity and proficiency with Embrace, PowerSchool, ISTAR, ITAMES systems.

Preferred:

- Case management experience in a Therapeutic Setting
- Director of Special Education Endorsement or in pursuit.

COMPENSATION: This position is considered exempt from Fair Labor Standards Act ("FLSA") overtime requirements and does not fall within any collective bargaining unit.

Limitations of Authority:

Per the Illinois School Code (105 ILCS 5/10-22.6), the Special Education Coordinator may not issue suspensions, expulsions, or formal administrative disciplinary consequences. All such actions must be administered by licensed school administrators holding a valid Professional Educator License (PEL) with the appropriate endorsement.

Evaluation:

Annual evaluation will be conducted by the Director of Special Services