



Job Description

Job Title: Special Education Coordinator **DRAFT**

Department: Special Services

FLSA Status: Exempt

General Definition of Work:

Performs difficult professional work providing leadership and supervision to site staff and programming, and related work as apparent or assigned. Work is performed under the general direction of the building principal. Programming supervision is exercised over all personnel within the team. Provide district-wide leadership and support for special education programming for students ages birth through 22.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Manages staffing and operations at special services sites. Serves as the manager for special education teachers and paras. Provides district-wide leadership and supports staff with programming and compliance. Lead ECSE program and supervise staff. Ensure IDEA and Mn compliance. Support IEPs and due process. Supervise and evaluate staff. Facilitates due process procedure, dispute resolution and paperwork completion. Assists special education teachers by leading implementation for policies and individual education plans. Consults and coordinates with building administrators. Coordinates interviewing, selection, hiring and reviewing of site staff. Organizes and implements professional development activities. Assists in program design for special programs and instruction. Evaluates and improves services based on student and community needs. Assists with the creation and submission of reports. Attends various meetings and committees. Assists in the review, adoption and implementation of curriculum. Develops district procedures for staff related to special education due process.

Coordinates and manages special projects. Creates positive and confidential relationships with staff. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Comprehensive knowledge of applicable state and federal regulations, rules and obligations of a special education provider and paraprofessional; comprehensive knowledge of the principles, practices and procedures of special education; comprehensive knowledge of the principles, practices and procedures of the school district; thorough knowledge of best practices for special education processes; general knowledge of curriculum and program development for special students; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; thorough knowledge of the principles, practices and procedures of school manuals, policies and procedures; general knowledge of community agencies available to serve and assist students; general knowledge of case work methods and procedures; ability to compute rates, ratios and percentages; ability to direct, supervise and evaluate the work of other site employees; ability to conduct interviews and evaluation sessions effectively and to analyze attitudes and problems objectively; ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration. Knowledge of IDEA and MN Rule 3525.

Education and Experience:

Master's degree in special education, or related field and considerable experience teaching in special education, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 20 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and Special Services Supervisor lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Special Education Teaching License. Licensed Director of Special Education and/or principal licensure is desired. Valid driver's license in the State of Minnesota.

Last Revised: 3/2026 (RR)

