

## JOB OVERVIEW

<b>JOB TITLE</b>	Special Education Coordinator
<b>REPORTS TO</b>	Director of Special Education
<b>EMPLOYMENT STATUS</b>	Regular/Full-time
<b>FLSA STATUS</b>	Exempt

## GENERAL JOB DESCRIPTION

To assist in the implementation of school policies and procedures related to Federal and State Laws for Special Education and 504.

Position is responsible for assisting in the planning, administering, and directing of the district's special education programs. Position supports and assists in implementation of policies and procedures; assists staff in compliance with state and federal regulations; assists in supervising departmental personnel for the purposes of implementing and maintaining ages 3 to 21 Special Education programs.

## DUTIES & RESPONSIBILITIES

- Assists with the ongoing implementation of child information management system procedures utilized in the identification, evaluation, IEP development, placement and periodic review of students with disabilities who may need special education and related services. Participates in placement, IEP, and annual review conferences, as needed
- Provides consultation and assistance to special education staff to assure continuity among evaluation data, the IEP and best practices
- Assist in the provision of in-service to special education staff, parents, administrators and general education staff regarding the education of students with disabilities
- Provides assistance to teachers in classroom management when appropriate
- Provides evaluation of existing programs as an ongoing responsibility and recommends changes and additions as needed to Director of Special Education
- Makes all necessary arrangements for transportation of all children placed in special classes
- Assumes responsibility for own professional growth and development; for keeping current with the literature, Federal and State laws, new research findings, best practices; and for attending appropriate professional meetings and conventions.
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of best practices related to special education programs and services
- Experience teaching and/or coordinating special education programs
- Basic computer skills
- Commitment to education of students with disabilities
- Experience writing Individualized Education Plans and other special education required documents
- Working knowledge of federal and state special education law and Ohio Policies and Procedures for the Education of Children with Disabilities
- Knowledge of public school and district policies and practices
- Ability to use current technology and equipment for successful job completion
- Performs other duties as assigned

## QUALIFICATIONS

- Master's degree from an accredited university
- Valid Ohio certificate/license
- Three or more years experience in special education preferred
- Experience and training that evidences an advanced knowledge of special education programming
- Training in Crisis Intervention preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.*

**Revised December 2014**

**Revised April 2021**