

COORDINATOR OF EARLY CHILDHOOD SPECIAL EDUCATION

Reports to:	Assistant Superintendent Student Services
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	Salary and Work Year established annually by the Board of Education
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Coordinator of Early Childhood Special Education manages administrative functions of the district's Early Childhood Special Education (ECSE) Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Processes all early childhood referrals and evaluations.
- Communicates effectively with parents regarding testing information.
- Maintains equipment and supplies necessary for testing.
- Meets timelines as delineated by IDEA in the special education process.
- Schedules eligibility determination meetings.
- Compiles and disseminates evaluation reports for all contractual students
- Processes billing information for contractual students.
- Schedules initial and annual IEP meetings for all contractual students.
- Serves as LEA during all IEP meetings.
- Compiles, disseminates, monitors Individual Education Programs for all contractual students
- Sets up transportation services for contractual students needing school bus.
- Facilitates smooth transitions for students entering kindergarten.
- Facilitates all First Steps transition meetings.
- Gathers First Steps evaluation reports, current therapy progress reports, medical information and other information pertinent to the educational needs of First Steps participants.
- Serves as itinerant teacher of early childhood special education students as needed.
- Submits information required for district, state and federal reports to the Assistant Superintendent of Student Services.
- Acquires and utilizes knowledge of current legislation pertaining to reauthorization of IDEA.
- Networks with surrounding school district personnel in regard to ECSE issues.
- Serves as a liaison to community agencies.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

- Master's Degree
- Valid Missouri Teaching Certificate in Early Childhood Special Education and an additional special education certification (Psychological Examiner and/or Speech Language Pathologist preferred).
- Regular Early Childhood Certification is desired.
- Teaching and assessment experience is desired.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from parents, staff, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, and community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Coordinator of Early Childhood
Revised: SY 2004-2005