

SPECIAL EDUCATION COORDINATOR

Reports to:	Assistant Superintendent Student Services
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
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 Special Education Coordinator assesses the needs children, and supports the district instructional program for students in their educational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Performs educational assessment of students, including an observation of the student, review of the student's educational history, conferences with the student's teachers, and an evaluation and analysis of the student's academic performance and learning characteristics.
- Reports educational assessment findings are meetings as appropriate.
- Actively participates in the deliberations and classification of educationally disabled students and assists in the planning of Individual Educational Programs (IEP).
- Acts as a liaison with the classroom teacher(s) for the purpose of ensuring the implementation of the established IEP of an assigned student.
- Assists in coordinating, developing, monitoring and evaluating the effectiveness of the IEP.
- Assists in the identification of all types of exceptional students within the school system.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the District's special education program.
- Assesses student readiness for entry in the school program in accordance with policies established by the Board of Education.
- Provides through and timely reports, data, information as requested.
- Consults with the appropriate school personnel directly responsible for the implementation of the IEP for disabled students.
- Serves as a resource and/or consultant to school personnel on the nature, causes, and solutions to the learning problems of children.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

QUALIFICATIONS 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:

Degree(s) required in major area of study

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate in the area of Special Education

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

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:

- Demonstrates patience, respect, and understanding for students.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills
- Ability to perform duties in full compliance with district requirements and School 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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 quiet to loud, depending on the activities of the day. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

Special Education Coordinator
Revised: SY 2004-2005