

Job Description

Title: Coordinator of Special Education

Reports To: Director of Special Education

Supervises: Assigned staff members

Evaluation: Director of Special Education

Job Summary:

Provides coordination, planning, consultation, and assistance to the special education staff and is responsible for assuring full educational opportunity for all pupils referred to the Individualized Educational Planning Team. Also responsible for coordinating federal, state, and district pupil services programs for at-risk students.

Qualifications:

Masters degree with appropriate Kansas Administrative licensure.

Performance Responsibilities:

1. Coordinates the assessment of pupils referred to the Individualized Educational Planning Team for special class placement.
2. Monitors procedural safeguards and coordinates Individualized Educational Planning Team to properly consider special day class placement.
3. Assists in identifying needs, instructional goals, and program placement.
4. Observes, consults with and assists staff; assesses program effectiveness for individual students and provides assistance in monitoring student performance.
5. Participates in staff development throughout the district; works cooperatively with Staff Development Specialist to identify service needs and design programs to meet those needs.
6. Assists in articulation and coordination with other special education programs throughout the region.
7. Consults with building principals on a regular basis regarding program effectiveness and students needs at each school site.
8. Consults with parents regarding pupil assessment, special programs, guidance, or other special problems, making sure parents are fully informed of their rights.
9. Works cooperatively with district and regional administrators to assure equality of educational opportunity for students regardless of the district of residence.
10. Establishes procedures for assessment, placement, evaluation, assignment and review of students with regard to the full continuum of pupil support services and programs for at-risk students.
11. Assists staff and parents in resolving issues concerning areas of responsibility.
12. Coordinates federal, state, county, and district pupil services programs for at-risk students.

13. Interprets policy, procedure and school law to parents and staff, and provides leadership regarding the implementation of student support programs.
14. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.