

## **SPECIAL EDUCATION SERVICES COORDINATOR**

### **Purpose Statement**

The job of Special Education Services Coordinator was established for the purpose/s of coordinating special education program components and related activities between school, systemwide services, and outside agencies; providing information to others; implementing and maintaining services within established guidelines and standards.

This job reports to Director of Special Education.

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### **Essential Functions**

- Collaborates with building principals, special and regular education teachers, outside agencies, etc. for the purpose of identifying student issues, resolving issues, receiving/conveying information, and/or developing individualized methods of instruction.
- Consults with building administrators, teachers, and parents for the purpose of conveying information, providing curriculum support, and/or assisting in the development of specialized accommodations.
- Coordinates contracted services for the purpose of delivering services in compliance with established guidelines for OT/PT services.
- Coordinates Special Transportation Accommodations for Students as documented on IEP's.
- Coordinates and adapts special education services and programs as assigned (e.g. IEP's, student observations, implementation of assistive technology, etc.) for the purpose of delivering services which conform to established guidelines while meeting the individual needs of each student.
- Establishes support systems for special education teachers and educational support staff (e.g. curriculum implementation modeling, student assessments, general guidance, etc.) for the purpose of providing assistance and directions in achieving student success while complying with district, state, and federal regulations.
- Evaluates special education programs and services for the purpose of carrying out and achieving objectives and adapting program components to meet student needs within assigned area(s) of responsibility.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference is in accordance with administrative and legal requirements.
- Makes home visits as needed and/or assigned for the purpose of consulting with parents, transition planning, assessing students, and/or receiving /conveying information.
- Prepares a wide variety of written materials (e.g. assessment reports, IEP's, correspondence, curriculum materials and aides, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics (e.g. curriculum guidelines, safety training, legal requirements, instructional modeling, inservice presentations, etc.) for the purpose of providing direction, communicating information, and/or gaining feedback.
- Researches a variety of topics (e.g. current practices, policies, education codes, adaptive technology, etc.) for the purpose of providing information, recommendations, and/or addressing a variety of program requirements.
- Consults/Trains vision students, teachers, and staff; monitors services and provides vision modifications.
- Provides training for FM systems; Reviews Audiologist reports and provides equipment as needed.
- Provides expertise as an Assistive Technology Practitioner (ATP); Completes AT Assessment and provides materials as needed for support in the classroom
- Directs Baby Bird Learning Center, which includes determining if center is compliant with state rules and regulations, reviewing daily logs on each child, reviewing staff/children ratio daily, and providing staff meetings/trainings.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training special education staff.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and /or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within special education, instruction and assessment; special education regulations; pertinent education codes, policies, regulations and/or laws; and standard accounting/bookkeeping principles.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; maintaining confidentiality; meeting deadlines and schedules; providing direction; and setting priorities.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelor's degree in job related area

### **Requirement**

This is a certified position.

### **Certificates & Licenses**

Special Education Teaching, School Psychology, or Speech Language Pathology certification; 5 years experience

### **Continuing Educ./Training**

Maintain Licensure

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**