



Job Description Process Coordinator

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 205 Days

Experience Required: Five (5) years of special education teaching experience and experience in evaluation, diagnosis, and special education service delivery.

Minimum Education Requirements: Master's Degree in a related field.

Department: Supervisors.

Direct Supervisor: Director of Special Education.

Primary Work Location: Office setting.

Certification: Certification in Special Education; Special Education Administrator's Certification (preferred).

Job Summary: Assists in coordinating the special education process from screening through identification, IEP development, and placement to ensure appropriate identification and placement of students with disabilities and compliance with state and federal requirements for the implementation of the Individuals with Disabilities Education Act (IDEA).

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Analyze and interpret student progress data to assist educational teams in making program-planning decisions leading to attainment of goals and improved student achievement.
- Assist principals and Director of Special Education in supervising special education staff and programs at assigned buildings.
- Train employees; assess needs and make recommendations; and (when needed) interview and make recommendations for employment of new special education staff.
- Attend IEP meetings, eligibility determination meetings, as needed.
- Facilitate special education discipline process, in conjunction with case managers.
- Coordinate transitions from Part C (First Steps) to Part B (Early Childhood Special Education) or post-secondary transitions, as assigned.
- Coordinate transitions from Early Childhood to school age programs, elementary to middle school, and middle school to high school, as assigned.
- Collaborate with School Psychologist regarding initial special education referrals and evaluations.
- Facilitate the reevaluation process, in conjunction with case managers.
- Lead and facilitate special education team meetings.
- Conduct periodic special education file reviews to monitor teachers' adherence to procedural requirements and compliance.
- Complete Special Education Accountability Reports to document teachers' adherence to procedural requirements, compliance, and other responsibilities.
- Monitor IEP and reevaluation due dates for students with active IEPs.
- Monitor compliance with federal, state and district procedural timelines.
- Review all legal notices before they are presented to parents.

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- Assist in the coordination of professional development activities and conduct training for special and regular education teachers, as needed; participate in professional growth activities.
- Coordinate special education transportation (Kindergarten - 12th grade).
- Facilitate review of student data for extended school year eligibility determinations.
- Maintain student information data in computer systems for mandatory state reporting (i.e., Child Count, Exiter Report, Early Childhood Outcomes, referral information, etc.).
- Assist the Director of Special Education with administrative tasks, as needed.
- Stay current with trends, requirements, and special education legal and procedural developments.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- All district, Board of Education, state and federal laws, requirements, policies, procedures, and activities.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills

- Strong written and oral communications and relational skills.
- Interpersonal and organizational skills are required.
- Demonstrated leadership skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- React well under pressure, multi-task, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Display courtesy, tact, and respect when dealing with others.
- Identify and define problems, collect and analyze data, and draw valid conclusions.
- Effectively present information and respond to questions, inquiries, and complaints.
- Maintain appropriate confidentiality.
- Demonstrate a commitment to teamwork.
- Use independent judgment and demonstrates initiative to act without being asked
- Establish and maintain effective working relationships with students, educational staff, parents, patrons and administrators.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a



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contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date