

JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION COORDINATOR

REPORTS TO: DIRECTOR OF SPECIAL EDUCATION

DEPARTMENT: SPECIAL EDUCATION

I. Nature and Scope of Job:

This position is designed as 2nd level of monitoring the compliance of Carbon County School District One's IDEA processes. The Special Education Coordinator will also participate in the referral process, diagnostic activities, placement decisions and program planning. They will consult with regular classroom teachers, special education teachers, service providers, paraprofessionals, parents, and administrators.

II. Supervisory Responsibility:

The Special Education Coordinator will work with special education staff in a coaching capacity. They are expected to model for and train teachers in teaching methods, IDEA requirements, and programming.

III. Essential Duties and Responsibilities:

- a. Stay informed about and follow District, State, and Federal rules, regulations and procedures.
- b. Review case management paperwork necessary after placement of students in IDEA programs.
- c. Assist in the organization of and model appropriate conduct in IEP meetings.
- d. Have the ability to understand and interpret assessments and evaluations of students.
- e. Assist with the public relations aspect of special education including but not limited to: advising parents, teachers, administrators, etc. regarding the processing and procedures of special education services.
- f. Collaborate with regular classroom teacher, primary providers and related service providers on a consultation basis to assist with students, teaching strategies, resource materials and teacher in-services as requested.
- g. Serve as a participating member of relevant in-district and out-of-district committees and teams as directed or approved by the Director of Special Education.
- h. Take responsibility for their own professional growth by keeping abreast of new developments in the field by reading journals and publications, attending professional society meetings, seminars and in-services.
- i. Assume an equitable share of the responsibility associated with the education profession.

- j. Other reasonable duties as assigned by the Director of Special Education.

IV. Job Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

- a. Education & Experience:
Master's degree or beyond as an Educational Diagnostician, Special Education teacher, or similar qualifications. Public school experience either as a teacher or related service provider.
- b. Certification, License & Registration:
Endorsed through the Wyoming Professional Teaching Standards Board as an Educational Diagnostician or Special Education teacher.
- c. Language Skills:
Ability to read, analyze, and interpret professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, students, parents and the general public. The ability to convey ideas clearly and concisely in spoken and written language.
- d. Math Skills:
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- e. Reasoning Ability:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of mathematical charts and graphs.
- f. Emotional & Mental Stability:
Ability to maintain an emotional and mental stability so as not to jeopardize the students; learning and the provision of a safe environment for the students. Must possess sound emotional judgment. Ability to establish and maintain effective relationships with students, peers, administration, parents and community.
- g. Legal Knowledge:
Ability to perform duties with awareness of all district requirements, Board of Education policies. Possess knowledge of Public Law 101-476 (Individual with Disabilities Education Act), rules and regulations governing students with disabilities in Wyoming public schools and local rules and regulations.
- h. Other skills and abilities:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on department and school objectives and the needs and abilities of the students and teachers we serve.

V. 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 will regularly sit, walk and stand. Specific vision abilities required by this job include close vision and computer work.

VI. 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 representative of an environment where one is frequently required to interact with public and other staff.

At times, the employee is directly responsible for the safety and well-being of students.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines and Traci Blaize.

2/2/15