



# Park Hill School District

## PARK HILL SCHOOL DISTRICT Position Description

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- POSITION TITLE:** Special Education Lead Process Coordinator
- F.L.S.A.** Exempt Professional
- REPORTS TO:** Director of Special Services
- QUALIFICATIONS:** Current Missouri teaching certificate in Special Education or Speech/Language Pathology, positive interpersonal relationship skills, demonstrated team building skills, Master's degree, administrative experience preferred, three to five years teaching experience and experience in testing/assessment administration, and knowledge of the Special Education process and laws. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer skills and knowledge of assistive technology are desired.
- TERMS OF EMPLOYMENT:** As designated by Board policy, the teachers' work calendar & salary schedule. There will be 5 days extended to the teachers' work calendar plus 20% of the base salary schedule.

### **ESSENTIAL JOB FUNCTIONS**

- 1) Responsible for supervision of the special education process from screening through identification, IEP development, and assist in providing appropriate identification and placement of students with disabilities.
- 2) Assist in the implementation of the Individuals with Disabilities Act, (IDEA) in accordance with district policies and procedures.
- 3) Supervises and coordinates special education programs, policies and diagnostic procedures. Organize and ensure completion of all evaluation reports and IEPs.
- 4) Conducts compliance efforts of special education K-12 through age 21;

- 5) Completes reviews of all special education IEP documents, ensuring compliance with District procedures, state, and federal laws; identifies areas of need within the areas of compliance and works to develop and implement programs to address those needs.
- 6) Initiates screening of transfer and new referral records and contacts previous school district to obtain necessary information on new students.
- 7) Performs and monitors evaluation and timelines to ensure appropriate student placement and programming.
- 8) Works with principals, department heads and other team members to facilitate the integration of all students into as many classes as possible.
- 9) Assists the Director of Special Services in researching and/or implementing new program components.
- 10) Assists in the preparation of federal, state and local reports on special education.
- 11) Develops, provide and promote regular in-service training to special education instructors regarding special education procedures; assists mainstream classroom teachers with inclusion facilitation.

### **OTHER JOB FUNCTIONS**

- 1) Attends meetings and training sessions related to special education as deemed appropriate by the Director of Special Services.
- 2) Maintains confidentiality and non-judgmental views of children and families served.
- 3) Performs any other duties and responsibilities as directed by the Director of Special Services or Superintendent.