

Job Title:	Coordinator, Intensive Supports
Grade Level/Terms of Employment:	Unified Pay Schedule 125/260 Days (12 Months)
FLSA Status:	Exempt
Work Location:	Office of Exceptional Education (Central Office)
Immediate Supervisor:	Director, Exceptional Education

General Description:

The Coordinator, Intensive Supports is responsible for overseeing the development, implementation and evaluation of system-wide instructional programming and related support services for students with intensive support needs. The Coordinator assists in developing, implementing, and/or interpreting policies, procedures and practices related to Exceptional Education Programs both at the division level and school level.

Essential Duties and Responsibilities:

- Monitors and evaluates existing Intensive Support Programs for continuous improvement
- Assists in the development of systems and structures for the overall operations of Intensive Support Programs as mandated by local, state and federal guidelines
- Serve as the lead for all graduation and post-secondary initiatives as it relates to Intensive Support Students and the Applied Studies Diploma
- Participates in cross functional team initiatives with various departments
- Consults with school leaders, central office staff, and general/exceptional educators on the implementation of exceptional education academic, behavioral, social-emotional services and supports as it relates to Intensive Support Students
- Supports and evaluates direct reports, including Intensive Support Mentor Teachers and ASL Interpreters
- Collaborates with school based administrators to provide performance feedback for Hearing and Vision impaired teachers
- Develops and implements a system-wide staff development plan for Intensive Support Educators with a specific emphasis on the Unique Curriculum and Applied Studies Curriculum Map
- Responds to requests from the Director of Exceptional Education to collect and organize information and data for the preparation of reports as dictated by federal, state, and local requirements to include the SISNA Grant
- Collaborates with families on issues of dispute resolution and serve as a support during Exceptional Education meetings
- Collaborates with community stakeholders and agencies (DARs, Resources for Independent Living, TTAC, SOAR365 etc.)
- Performs other related duties as assigned

Qualifications:

- Postgraduate professional license with an endorsement in Special Education and Educational Administration/ Supervision or Leadership required; Adapted Curriculum Certification preferred
- Three to five years of progressive leadership as a school based or central office administrator
- In depth knowledge of federal/state regulations and local policies relating to programs for students with disabilities
- Knowledge of processes and systems required to maintain compliance at both the school based and division levels as it relates to students with disabilities
- Excellent communication (written and verbal), organizational and planning skills
- Effective management, team-building, and problem solving skills
- Experience with IEP Development software (IEP Online, VA IEP, etc.)
- Experience with monitoring performance indicators and using the data to improve outcomes for students with disabilities
- Experience with leading audit teams, developing corrective action plans for non-compliance
- Experience with alternative placement placements and non-traditional programming for students with disabilities.
- Experience with leading staff development at both the school based and division levels
- Experience with dispute resolution
- Ability to assume responsibility for own professional growth and development by keeping current with the literature, new research findings, improved techniques and attending appropriate professional meetings, workshops, and conferences
- Bilingual/proficiency in Spanish preferred