

Job Title:	Coordinator of Exceptional Education
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 for Exceptional Education

General Description:

The Coordinator for Exceptional Education is responsible for overseeing the development, implementation and evaluation of system-wide instructional programming for students with disabilities at all academic grade levels. The Coordinator will assist in developing, implementing, and/or interpreting policies, procedures and practices related to Exceptional Education Programs both at the division level as well as within schools

Essential Duties and Responsibilities:

- Evaluates existing instructional programs and recommends changes and additions as needed.
- The Coordinator must have knowledge of federal and state regulations/mandates relating to programs for students with disabilities.
- Ability to exercise good judgment and make decisions in accordance with school board policies, regulations and established administrative guidelines; ability to work collaboratively school administrators, teachers, families and community stakeholders; ability to interface with other departments to coordinate reciprocal services for achieving departmental goals.
- Consults with school, central office, and general education administrators on the implementation of special education instructional programs. Serves as a liaison between general and special instructional programs.
- Assists in the establishment of policies and procedures for the overall operation of special education as mandated by local, state and federal guidelines.
- Assigns, supervises, and evaluates designated instructional specialists, other professional and office support staff as assigned.
- Ensures that instructional programs in each school address both academic needs and any needed remedial or supplemental services that support students with disabilities in accessing and progressing in the general education curriculum.
- Develops and implements a system-wide staff development plan, in conjunction with general education, for special education and general education staff to address the Exceptional Education Department's improvement plan.
- Respond to requests from the Director of Exceptional Education to collect and organize facts and data for the preparation of reports as dictated by federal, state, and local requirements.
- Assumes 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
- Excellent communication, organizational and planning skills along with excellent public relations skills are a necessity
- Performs other related duties as assigned.

Qualifications:

- Postgraduate professional license with an endorsement in Special Education and Educational Administration/ Supervision or Leadership required
- 3-5 Years of progressive leadership as a school based or central office administrator
- Knowledge of processes and systems required to maintain compliance at both the school based and division levels as it relates to students with disabilities
- 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.
- Effective management, team-building, and problem solving skills
- Effective written and oral communication skills.
- Experience with leading staff development at both the school based and division levels