

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **Coordinator of Special Education and Preschool/Early Childhood Programs** **File 113**

Reports to: Director of Student Services

Job Objectives: Administers the district's special education and early childhood preschool program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students and staff. Keeps the Director of Student Services informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for assignments.
- Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
- Documentation of clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification, use/availability of educational options, and curricular materials that address the educational and developmental needs of program participants.
- Ability to organize community support for early childhood programming and student service activities.

Responsibilities and essential functions: (The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.)

- Directs the delivery and continuous improvement of special education programs to achieve the district's written, implemented, and assessed curricula.
- Participates as an active member of the district's management team.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Provides staff leadership. Maintains open and effective communication with staff and the community. Collaborates on action plans and helps resolve issues.
- Monitors the implementation of a continuum of special education services and keeps Director of Student Services apprised of issues that arise within the buildings.
- Keeps current with the k-12 courses of study, promotes continuity of instructional programs, and complies with state model policies and procedures for the education of students identified as having a disability.

- Provide assistance to early childhood personnel in the provision of comprehensive early childhood delivery systems for young children, including the integration of education, health, social services, and parent education components.
- Provide consultation and assistance, through observation and discussion, to assure continuity among evaluation data, the IEP, and daily lessons.
- Provide assistance to personnel in the provision of developmentally and age appropriate practices for children and acts as District Representative during evaluation and education plan meetings for students (including in and out-of-district placements).
- Coordinates referrals, evaluations/play-based assessments, and program placements.
- Assists teachers and administrators to continue their professional development by participating in the development and evaluation of professional development plans and induction programs as they apply to early childhood personnel as outlined in proposed teacher education, Step up to Quality and licensure standards.
- Supervise the development of programs of staff and parental in-service learning.
- Collaborate with Head Start, the Early Intervention Collaborative, appropriate human service agencies and the Early Childhood Services Coordinator in the provision of services to young children and their families as outlined in state level interagency agreements. Coordinates with Help Me Grow for Transition to Preschool Conferences (TPC) and home visits.
- Participate in long-term planning with appropriate personnel; these plans will be aligned with Step up to Quality guidelines and licensure standards in order to maintain the overall status and projection of early childhood programming.
- Complete Preschool Grant Funds applications and reports and Public Preschool grant applications and reports as required by the Division of Early Childhood. Ensures that all licensure and Step up to Quality timelines are met.
- Keep informed of timely research, studies and announcements to the public about the availability, components, and accomplishments of the student services and early childhood programs.
- Assist with the employment of certified and classified staff members.
- Evaluate and make contract recommendations for assigned staff members.
- Participates in professional growth opportunities, including national, state, and/or regional conferences that help advance district and professional goals.
- Reports evidence of suspected child abuse, as required by law.
- Perform any related duties as may be assigned by the Director of Student Services.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory

Responsibility: Under the direction of the Director of Student Services: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for results of duties to delegated staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings, student homes and/or work assignments.
- Duties may require prolonged use of computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.