

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

### **General Description:**

The Coordinator, Exceptional Education (Secondary) is responsible for overseeing the development, implementation and evaluation of system-wide instructional programming for students with disabilities at the secondary level (6-12). The Coordinator assists in developing, implementing, and/or interpreting policies, procedures and practices related to Exceptional Education Programs both at the division level as well as within secondary schools

### **Essential Duties and Responsibilities:**

- Evaluates existing instructional programs at the secondary level for program improvement and assists in the development of systems and structures for the overall operations of Exceptional Education as mandated by local, state and federal guidelines
- Consults with school leaders, central office staff, and general/exceptional educators on the implementation of exceptional education academic, behavioral, social-emotional services and related supports
- Manages and evaluates secondary instructional specialists, and other support staff as assigned
- 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, Exceptional Education to collect and organize information and data for the preparation of reports as dictated by federal, state, and local requirements
- Collaborates with families on issues of dispute resolution
- Collaborates with community stakeholders and agencies (DARs, Resources for Independent Living, TTAC, SOAR365, etc.)
- Serves as the lead for all graduation and post-secondary initiatives for students with disabilities
- Participates in cross functional team initiatives with various departments within RPS
- Performs other related duties as assigned

### **Qualifications:**

- Postgraduate professional license with an endorsement in Special Education and Educational Administration/ Supervision or Leadership required
- 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 (verbal and written), organizational and planning 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.
- Effective management, team-building, and problem solving skills
- 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