

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: Special Education Coordinator

Department/Location: Student Services – District Office

Reports to: Director of Student Services

Employees Supervised: None

POSITION SUMMARY:

The Special Education Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families, and community agencies that support students. This position provides leadership relative to special education policies and procedures, as well as effective practices relative to models of intervention targeted toward struggling students.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide direction and ensure compliance with the Individuals with Disabilities Education Act (IDEA), including assisting with policy development, establishing written procedures, supervising program compliance, maintaining related student records, and investigating and resolving complaints.
2. Advise and monitor special education and student services staff in the administration of student eligibility, placement, programming, dismissal, and follow-up in the area of special education.
3. Build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.
4. Manage the placement process for enrolling students with disabilities.
5. Develop, provide and lead professional development relative to special education and students with disabilities.
6. Assist in development of district procedures, policies, and resources related to special education.
7. Assist Director of Student Services in coordinating specific projects, such as: review of IEPs, Extended School Year services, monitoring compliance with IDEA timelines, monitoring compliance with progress reporting, preparing and submitting federal and state reports and data requests.
8. Assist with data collection and plan development in the areas of behavior, academics, placement rates, and progress monitoring.

9. Assist with training and development around functional behavioral assessments and behavior intervention plans.

Additional Job Duties

1. Act as a resource to teachers, administrators, and parents in brainstorming and offering solutions to problems.
2. Facilitate IEP meetings as a local education agency (LEA) representative with parents, community members, and instructional teams.
3. Perform other duties as assigned by the Director of Student Services.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Master's Degree in Special Education or closely related field required.
2. Minimum of five years of successful experience in an educational setting.
3. Licensure in an area of Special Education required.
4. Administrative license with Director of Special Education and Pupil Services or enrollment in a program leading to said licensure preferred.
5. Valid Wisconsin Driver's License required.

Knowledge, Skills, and Abilities

1. Excellent verbal and written communication skills.
2. Ability to build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.

Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.

5. The person in this position must be able to converse with administrators, staff, parents, and individuals at agencies outside the district, and must be able to exchange accurate information with such individuals.

Disclaimer: This position description is subject to change at any time.

Board Approved: April 9, 2014