

POSITION DESCRIPTION

**TITLE: SPECIAL EDUCATION
PROGRAM COORDINATOR**

TYPE: Administrator
Exempt

REPORTS TO: Director of Student Services

POSITION SUMMARY:

The primary purpose of this position is to provide support and technical assistance to the special education instructional and support staff working with identified special education students.

MINIMUM QUALIFICATIONS:

1. Master’s Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Administrative License with Administrator Endorsement.
4. Valid Oregon Teaching License with Special Education Endorsement.
5. Successful special education teaching experience.
6. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
7. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
8. Excellent organizational skills for effectively managing multiple tasks.
9. Ability to understand and follow oral and written instructions.
10. Qualified to conduct cognitive testing.
11. Knowledge of the principles of first and second language acquisition, and culturally responsive pedagogy.
12. Knowledge of human growth and development at assigned instructional level(s).
13. Knowledge of effective student behavior management methods.
14. Knowledge of the principles of effective instruction and differentiated instructional methods for students with a variety of learning styles due to disabilities and varying levels of English language proficiency.
15. Knowledge of federal and state Special Education law and regulations sufficient to ensure compliance.
16. Understanding of curriculum, instruction, assessment and staff development requirements under state and federal education laws and regulations.
17. Understanding of strategic and school improvement planning and curriculum auditing procedures.
18. Understanding of bilingual education requirements and programs.
19. Understanding of computer assisted instruction.
20. Understanding of effective staff supervision and evaluation procedures.
21. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.

3. Assists in monitoring of implementation of adopted curriculum and instructional materials.
4. Coordinates extra-curricular activities and programs as directed.
5. Orients, directs, and supervises school personnel.
6. Evaluates assigned school personnel.
7. Assists in screening, interviewing, and recommending hiring of school personnel.
8. Coordinates and cooperates with district administrators to monitor and maintain compliance with state and federal law for educational programs and school operations.
9. Coordinates and cooperates with district administrators to provide training and staff development activities in needed areas.
10. Monitors student achievement results and participates in the development of the Schoolwide Improvement Plan to address areas needing improvement or correction.
11. Develops or assists with master teaching schedule and administration of student class scheduling procedures.
12. Leads faculty and parent advisory committees as assigned.
13. Participates in programs to encourage parental involvement as well as inform parents and community members concerning school activities and issues.
14. Prepares reports and keeps the Principal informed with regard to school issues and programs.
15. Assists with the implementation of an effective student discipline and attendance program and provides for a safe and orderly environment for all staff, students, and visitors.
16. Lifts, moves, or restrains students in accordance with Individual Education Program or Behavior Plan.
17. Coordinates with and seeks involvement of outside agencies, including law enforcement, as needed and beneficial to the school and students.
18. Supervises or directs supervision of students and the campus at all times during school hours and school events and activities.
19. Assumes temporary responsibility of the principal in his/her absence.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all school employees.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
22. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
23. Assists parents and community members as needed.
24. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
25. Complies with professional development activities as required by the District.
26. Actively seeks out and participates in professional development activities designed to improve professional competence.
27. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
28. Holds expectations for high performance of self and supervised staff.
29. Assesses results of performance for improvement on a regular basis.
30. Demonstrates computer literacy and operates software programs as related to job responsibilities.
31. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
32. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

- 33. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
- 34. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
- 35. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
- 36. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

- 1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- 2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
- 3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
- 4. Evenings and/or extended work hours or days are often required.
- 5. Possible exposure to bodily fluids due to student or employee illness or injury.
- 6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
- 7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date