

COORDINATOR OF SPECIAL EDUCATION

Classification: Administrator

Location: District Office

Reports to: Executive Director, Student Support Services

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Assists the Executive Director in development and implementation of special education programs and services and assists in supervision of the special education staff. Participates in the development, implementation and training of staff in curriculum and instructional practices.

Part II: Supervision and Controls over the Work:

Serves under the direction and guidance of the Executive Director of Student Support Services. Is responsible for maintaining knowledge of state and district special education programs, goals, and objectives. Work is guided by supervisory direction, district policies and procedures, state and federal reporting requirements.

Part III: Major Duties and Responsibilities:

1. Collaborates with school administrators to support and advise on programs and services for special needs students to include academic, behavioral, and social development. Works with school general education and special education teams in program implementation, identification and application of best practices, and intervention strategies. Provides teacher and staff coaching and training as needed. May conduct teacher and classroom observations in support of teacher professional development.
2. Provides leadership in the area of special education, curriculum development and behavioral supports for special students with special needs. May organize and guide teacher and administrator teams in the assessment and recommended adoption of curriculum materials. Assists in the development and implementation of inclusion strategies.
3. Maintains current knowledge of special education laws, statutes, and rules. Works closely

with administrators, teachers, and support staff to advise on and assist in implementation and compliance with such requirements. May assist in IEP meetings in challenging situations. Intercedes with parents on special education questions and issues and seeks to resolve questions and concerns to include recommending service strategies to address student needs.

4. Participates in the design and administration of district data and assessments essential to effective operation and delivery of student services. May perform data analysis using spreadsheets and other software to report and analyze student and program needs. Designs and produces custom statistical reports, prepares graphic and data presentation materials. Assures security and protection of student specific information. Participates in program evaluation to identify areas of strength and success as well as areas in need of new strategies and improvement.
5. Communications: Provides support, advice and problem solving assistance to special educators and school staff on an ongoing basis. Receives inquiries concerning the district special education program. Refers inquiries as appropriate or personally researches the inquiry and prepares and communicates response. Tracks and assures timeliness of responses either individually or through coordination with others and approval of supervisor.

6. Staff Supervision:

Assist Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Developing and delivering staff training. Assuring that all mandatory safety training is provided and completed in a timely manner.
- c. Creating effective communication with staff to ensure staff receive timely guidance and information about department policies, issues, requirements and expectations.
- d. Participating or leading in the performance evaluation of staff to include intervention when performance fails to meet expectation.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.

3. Five (5) years of progressively responsible experience in the delivery and/or leadership of special education programs and services.
4. Strong current knowledge of laws, statutes, and rules governing special education programs and services.
5. Ability to interpret federal, state and local mandates.
6. Strong interpersonal and communication skills with demonstrated ability to speak and write clearly and persuasively.
7. Strong analytical skills.
8. Ability to continually evaluate the effectiveness of Special Education services in District schools and special programs.
9. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work and work teams, set priorities, and meet deadlines.
10. Aptitude for handling a wide variety of responsibilities at once in a very hands-on manner with attention to detail and consistent high quality of output.
11. Ability to comfortably present to and work effectively with a wide range of constituents.
12. Knowledge and skill in the effective use and application of office technology and database systems.
13. Ability to see the “big picture” and to manage the small details in an effort to create and maintain systems that enhance program efficiency.
14. Ability to work collaboratively with principals to implement and monitor Special Education programs and support services.
15. Valid state driver’s license.

Part V: Desired Qualifications:

1. Teacher or administrator leadership experience in special education.
2. Bilingual skill in language appropriate to District demographics.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.