



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Related Services Coordinator

### Primary Function

Administer, coordinate, and supervise Related Services, Section 504, and McKinney-Vento Homeless Act, and Health Services. Oversight of SEL curriculum and instruction and Discipline for PreK-8.

### Organizational Relationships

The Related Services Coordinator reports to the Director of Special Services.

### Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

### Performance Responsibilities

1. Assist the Director of Special Services in providing leadership to the implementation and coordination of resources for students receiving support from special services
2. Maintain knowledge of current research and evidence-based practices in delivering
3. Comprehensive services to diverse learners
4. Remain current with legal requirements governing Special Education, Section 504, McKinney-Vento, and health services
5. Support building administrators with complex disciplinary issues, monitor out of school suspensions and report to Superintendent
6. Oversight of Threat Assessment process, documentation, and review process
7. Responsible for Annual Discipline Review Meeting
8. Provide oversight to school health practices including, but not limited to, Health Plans,
9. Life Threatening Food Allergy (LTFA) plans, and concussion protocols
10. Co-lead SEL MTSS in collaboration with the Assistant Superintendent of Teaching and Learning
11. Oversight and implementation of Tier I SEL curriculum and instruction implementation and SEL interventions for Tier II and Tier III.
12. Implement and organize Related Service Learning Communities



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13. Supervise and evaluate Family Therapists and Family Therapy Program, Psychiatrist Consultant, and District-wide SEL Specialist
14. Assist teams with IEP meetings as needed
15. Maintenance of Student Records
16. Plan professional development opportunities aligned to the District's strategic plan for support staff
17. Assist in recruitment, selection, and recommending for hiring of special education and related services personnel.
18. Establish and maintain effective work relationships with the administration, staff, parents/guardians, students, and community
19. Performs other managerial and individual assignments as the Director of Special Services may direct.

## **Terms of Employment**

10-month position (180 work days) with 20 summer work days.

## **Performance Evaluation**

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.