

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: PROCESS COORDINATOR/EDUCATIONAL DIAGNOSTICIAN-SPECIAL EDUCATION

QUALIFICATIONS:

Candidates must have a minimum of:

1. Master's Degree in Education
2. Two years successful special education teaching experience
3. Cross categorical certification or certification in at least 3 areas of special education or related areas.
4. Detailed understanding of the special education process
5. Demonstrated ability to communicate effectively, both orally and in writing
6. Demonstrated problem solving skills and mature judgment
7. Demonstrated ability to get along well with others and handle confidential matters
8. Ability to manage time and multiple priorities to meet deadlines
6. Ability to transport daily via personal transportation to various District sites

REPORTS TO: Executive Director of Special Services

JOB GOAL: To administer educational evaluations, assist in determining eligibility for special education, and assist with compliance of local, state and federal requirements for the implementation of the Individuals with Disabilities Education Act.

PERFORMANCE RESPONSIBILITIES:

1. Administer educational evaluations and assist with making eligibility determinations.
2. Develop written evaluation reports for initial and reevaluations.
3. Assist site staff in organizing and providing special education and related services in compliance with Federal/State/District regulations.
4. Assist site staff in achieving school improvement plans.
5. Assist site staff with aligning assessments with goals and instructional strategies of the district curriculum.
6. Assist in conducting program evaluation activities and in meeting the goals of the comprehensive school improvement plan.
7. Assist in conducting professional development activities for special education staff.
8. Perform other duties and responsibilities as directed b the Director of Special Services.
9. Manage supply budgets for assigned sites.
10. Additional duties as assigned.

PHYSICAL DEMANDS: Ability to move around in the instructional area.

TERMS OF EMPLOYMENT: Teacher contract plus 20 days; compensation as per adopted salary schedule

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Executive Director of Special Services

APPROVED BY SCHOOL BOARD: February 21, 2019