

Job Title: Coordinator of Special Programs

Reports to: Director of Special Education

Dept./School: Special Education

Fund Source: 224

Primary Purpose:

Supervise the implemented the special education assessment process. Assess the educational, learning styles, and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities. Maintain logs to keep Special Programs compliant with local, state, and Federal Guidelines.

Qualifications:

Education/Certification:

Master's degree in educational assessment

Valid Texas teaching certificate

Valid Texas educational diagnostician certificate

Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development, and learning theories

Excellent organizational, communication, and interpersonal skills

Experience:

Two years teaching experience

Major Responsibilities and Duties:

Assessment

1. Receive, log, and review student referrals and supervise and build capacity for the assessment and evaluation process.
2. Collect and organize relevant assessment data from student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
3. Conduct classroom observation and personal interviews.
4. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

Consultation

5. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
6. Assist classroom teachers with implementation of IEP.
7. Consult parents concerning the educational needs of students and interpretation of assessment data.
8. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

Program Management

9. Develop and maintain effective individual and group relationships with students and parents.
10. Assist in the selection of assessment materials and equipment.
11. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
14. Comply with all district and local campus routines and regulations.
15. Participate in professional development activities to improve skills related to job assignment.

Communication

16. Maintain a positive and effective relationship with supervisors.
17. Effectively communicate with colleagues, students, and parents.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and

transfer students to and from wheelchair or assist with positioning students with physical disabilities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date:
