

## Coosa County Schools Job Description

JOB TITLE: SPECIAL EDUCATION COORDINATOR

### QUALIFICATIONS:

1. Master's degree in Special Education, K-12.
2. Certification in Administration/Supervision
3. Minimum of eight years in teaching and/or administrative experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Administrative experience preferred.
6. Cleared background check through FBI and ABI processes.

REPORTS TO: Superintendent

JOB GOAL: To provide sound educational programs and services for students with special needs in their least restrictive environment, as well as for students in Gifted education.

### PERFORMANCE RESPONSIBILITIES:

1. Serve as Director of Special Education by providing general supervision for instruction in the special education programs.
2. Provide technical assistance to special education teacher.
3. Coordinate in-service and professional development activities for special education teachers.
4. Assist in the adaptation of school policies to include special education needs.
5. Recommend policies and programs essential to the needs of exceptional children.
6. Have knowledge of all legal requirements governing special education.
7. Provides leadership in establishing new programs and developing improved understanding of existing programs.
8. Maintain database of special education records.
9. Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
10. Establishes procedures for placement, evaluation, assignment, and reappraisal of students with regard to the special education program.
11. Develops procedures for referral, securing medical reports, psychological examination, and placement.
12. Supervises and coordinates home instruction for homebound or hospitalized students.
13. Assists in recruitment, selection, evaluation, and recommendation for employment/termination of special education personnel.
14. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
15. Arranges for transportation of students with special needs.
16. Develops budget recommendations and provides expenditure control on established budgets for special education.
17. Keeps informed of the state of financial aid for special education.
18. Establishes procedures for requisitioning, ordering, and paying for special education equipment and supplies.
19. Approves all supplies, materials, and texts used by special education personnel.

20. Evaluates on an ongoing basis, the total special education program curriculum, procedures, and individual students' needs and achievements.
21. Consults with parents of students enrolled in the program.
22. Assumes responsibility for own professional growth and development; to remain current with literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
23. Participates in the planning and implementation of special education staff development.
24. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.
25. Coordinate Section 504.
26. Coordinate Gifted Program.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*