RSU No. 5 Durham ~ Freeport ~ Pownal
Special Education Coordinator Job Description

QUALIFICATIONS:

1. Maine Department of Education 282 certification in K-12 Special Education
2. 3-5 years of teaching experience and degree in special education or related field
3. Valid Maine Criminal History Records Check (CHRC)

REPORTS TO:

Director of Instructional Support/Building Administrators

JOB GOAL:

To oversee all aspects of the Department's IEP team process; ensure the Department operates in compliance with all State and federal regulations; and collaborate with special education case managers to manage special education paperwork responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional interactions with employees, colleagues, and outside agencies.
2. Possess and demonstrate knowledge of the Individuals with Disabilities Education Act (IDEA), general education intervention procedures, Child Find, special education program eligibility and triennial reevaluation criteria, special education service delivery, and program placement options and procedures.
3. Attend and serve as the administrative designee authorized to commit District funds at initial eligibility, annual, and reevaluation IEP meetings, and other IEP meetings as determined by the Director of Instructional Support
4. Evaluate students using specific achievement evaluations including but not limited to: WIAT, WJ-R, TOWL-4, TEMA, and TERA.
5. Establishes and maintains effective interpersonal relationships with students, parents, general educators, special educators, school and district administrators, and community members.
6. Provide feedback and training to special education case managers in regards to paperwork compliance
7. Provide behavioral consultations for students with disabilities.
8. Provide consultation to RTI and/or Student Assistance Teams relative to Child Find duties
9. Performs other duties as may be assigned by the Director of Instructional Support and/or Building Administrator.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns.

6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:
Evaluated annually by the Director of Instructional Support with input from building administrators.

TERMS OF EMPLOYMENT:
Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Adopted: 4.16.24