

Bourne Public School District
Functional Job Description
ELEMENTARY SPECIAL EDUCATION COORDINATOR

Reports to: Director of Special Education and Student Services
Job Goal: To oversee and administer all special education programs and additional support services within the elementary schools to ensure procedural and service related compliance. JD87

Essential Duties and Performance Responsibilities:

1. Keeping abreast of state and federal education regulations and laws to ensure compliance with IDEA procedures and timelines mandated by MA Department of Elementary and Secondary Education State regulations.
2. Maintenance of confidential special education records and obtains, organizes, and distributes pertinent data to school staff.
3. Coordinate and facilitate Referral, Evaluation and IEP Meetings as the Local Education Agency representative at team meetings.
4. Ensure development and monitoring of the Individual Education Programs (IEP) for all special education students and oversight to ensure that components of the IEP are delivered to the individual students.
5. Ensure that progress reports are completed and sent to parents/guardians/adult students.
6. Coordinate with outside agencies for the purpose of supporting special education students (i.e.: Early Intervention, Department of Developmental Disabilities, Department of Child and Family, etc..) and serve as a liaison for wrap- around services when needed.
7. Collaborate with classroom teachers, special education staff, and administrators to monitor programs and coordinate instruction.
8. Consult as needed with parents, teachers, specialists and administration; attend grade level or content level team meetings as needed to help monitor needs of students with disabilities or suspected disabilities.
9. Attend training and workshops in order to remain current and knowledgeable of special education laws and service trends.
10. Assist Director of Special Education and Building Administration with the coordination of all special education support services including paraprofessional staffing schedules, student monitoring, and training.
11. Organize, design and deliver in-service training for staff as needed regarding special education protocols and procedures, IEP implementation, and other related issues in cooperation with administrators.
12. In collaboration with building administration will facilitate special education meetings with staff to coordinate referrals, evaluations and IEP services.
13. Assist with ensuring compliance as it relates to the Medicaid to Schools Program
14. All other duties or responsibilities as assigned by the Director of Student Services and/or Principal.

Physical Demands

- Must be able to prepare and read documents and use a computer and other office equipment on a daily basis
- Auditory and Verbal Communication - Must be able to communicate effectively and

efficiently by telephone and in person with School Committee members, staff, students, parents and the public

- Physical Abilities - Performing this position requires extended sitting, filing, and use of a computer and other school office equipment.
- Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position

Qualifications

- Minimum of a Master's Degree with MA licensure as a Special Education teacher and/or related Service Provider
- Valid licensure in the area of school administration as a Special Education Administrator preferred
- Experience at the early education and elementary level is preferred; such alternatives to the above as deemed appropriate by the Superintendent
- Strong technological skill
- Detailed-oriented and high level of proficiency and accuracy in all duties
- Strong written and verbal skills
- Ability to process, and appropriately maintain, sensitive, confidential material about employees and students
- Ability to exercise discretion, work independently, and carry out complex assignments with general instructions
- Ability to interact appropriately and in a positive manner with the School Committee, public, staff and students
- Ability to learn and understand District rules and procedures and legal requirements
- Ability to think ahead and anticipate problems and solutions
- Ability to self-motivate
- Ability to work in a team environment and develop cooperative and harmonious workplace relations

Salary: To be negotiated/regionally competitive

Terms of Employment: Individual Employment Agreement, Individual employment agreement mirroring the school year with 27 additional days totaling 220

Evaluation: Evaluated annually by the Director of Special Education and Student Services

The Bourne Public Schools does not discriminate on the basis of age, disability, sex, race, color, homelessness, religion, sexual orientation or national origin.

Approved: SC 06.04.2024