

**ST. MARY PARISH PUBLIC SCHOOLS  
COORDINATOR OF SPECIAL AND RELATED SERVICES JOB DESCRIPTION**

**POSITION:** Coordinator of Special and Related Services

**REPORTS TO:** Director of Special Services

**SUPERVISES:** Occupational Therapists; Physical Therapists; Audiologist; Speech Therapists; and, other Instructional and Related Services Personnel.

**TERMS OF EMPLOYMENT:** 12-Months

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate and five years of successful teaching experience in area of certification. Special Education experience preferred. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level. Certified in Principalship AND Parish/City Supervisor of Instruction, OR Educational Leader Level 1 or 2. A minimum of five years of successful administrative experience in education at the level of assistant principal or above. No more than two years of the credited five years minimum experience can be from the position of assistant principal.

**EVALUATIONS:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate related services including audiology, physical therapy, speech therapy, and vision and hearing screening.
2. Monitor departmental compliance with interagency agreements and all parish, state, and federal regulations.
3. Assist in the process of evaluation of all related services personnel.
4. Assist in the development, implementation, and evaluation of in-service training programs for staff and parents.
5. Coordinate and assist with parish internal monitoring.
6. Assist in the development, implementation, and evaluation of effective Special Education services.
7. Assist in arranging special transportation.
8. Keep abreast of research findings and current trends and practices in the field of Special Education services; help to disseminate information to staff members.
9. Participate in conferences, seminars, workshops, and graduate-level study, which contribute to professional competencies.
10. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
11. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
12. Perform other tasks as may be assigned by the Director of Special Services or Superintendent.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.

10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_