

**ST. MARY PARISH SCHOOL BOARD  
COORDINATOR-SPECIAL SERVICES-ELEMENTARY JOB DESCRIPTION**

**POSITION:** Coordinator – Special Services – Elementary

**REPORTS TO:** Director of Special Services

**SUPERVISES:** Special Services Instructional Personnel and Paraprofessionals.

**TERMS OF EMPLOYMENT:** 12-Month

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

**OBJECT/FUNCTION:** 111/2212

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

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate. Certified in two or more areas of Special Education and/or Mild/Moderate. Certified in Parish or City School Supervisor of Instruction or Educational Leader Level 1 or 2. Experience in group facilitation planning, problem solving, coaching and other leadership activities. Special Education experience preferred.

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

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and implement special education programs on school campuses in collaboration with Special Education Department and school personnel.
2. Collaborate with school personnel in the placement of exceptional students in the least restrictive environment to appropriately meet their needs.
3. Monitor and assist with scheduling and management practices to ensure alignment with students' identified needs.
4. Support and monitor the development and implementation of IEPs, ensuring timelines are met, safeguards are provided, and confidentiality is maintained.
5. Facilitate appropriate transition services for special education students at all levels.
6. Facilitate communication with school personnel and parents regarding special education programs and services. Engaging parents in their child's learning and acting as an ambassador for the school/district in the community.
7. Facilitate completion of records, reports, and related paperwork within established guidelines to meet district, state, and federal compliance.
8. Collaboratively plan and deliver professional (job-embedded) development activities for all instructional personnel (including paraprofessionals) involved with special education programs and students to enhance performance.
9. Collaborate with personnel in the selection of instructional materials, supplies, and equipment to support the needs of students with disabilities.
10. Assist in the development of policy, procedures and programs to meet the needs of exceptional children in accordance with federal and state regulations.
11. Work cooperatively with principals and district instructional leaders in the identification of needs, planning, implementing, and evaluation of Special Education programs in schools according to guidelines established by LDOE and district. Integrating research findings and best practices into on-going programs and new initiatives.
12. Oversee student entry data, monitor assessments, and conduct mandates reporting for TS GOLD OSEP early childhood assessment program. Provide professional development for all early childhood providers on how to conduct assessments and input data.
13. Model demonstration lessons and support the instructional staff in developing and implementing correlated special and regular education programs.
14. Assist with district and state internal monitoring.
15. Attend workshops, meetings, and conferences in order to keep current in new trends and latest legislation.
16. Analyze and interpret student performance data to collaboratively plan with district and school personnel school system initiatives to enhance instruction for all students.
17. Maintain a variety of confidential and non-confidential manual and electronic list and records (e.g. work/appointment schedules, contact logs, parent resources, student information, etc.) for the purpose of documenting and/or providing reliable information.
18. Seek out opportunities for professional development and make a systematic effort to conduct action research through the participation in district-level Professional Learning Communities (PLCs) to enhance and improve personal proficiency.
19. Challenge negative attitudes or practices to ensure that all students are honored, both emotionally and academically, on each school campus and throughout the district.
20. Provide courteous and prompt services to all internal and external customers including students, parents, co-workers, etc. to ensure that students and employee records confidentiality is assured.
21. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
22. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
23. 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 \_\_\_\_\_**