

**JOB TITLE:** SPECIAL EDUCATION PROCESS COORDINATOR

**QUALIFICATIONS:**

1. Master's Degree
2. Appropriate Missouri Special Education Certificate
3. Knowledge of the Special Education Process and laws

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To be responsible for supervision of the special education process from screening through identification, Individualized Education Plan (IEP) development, and placement to ensure appropriate identification and placement of students with disabilities and district compliance with state and federal requirements for implementation of the Individuals with Disabilities Act (IDEA) in accordance with district policies and procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates special education programs, policies and diagnostic procedures.
2. Organize and ensure completion of all evaluation reports and IEPs.
3. Conducts compliance efforts of special education PreK-12 through age 21; completes reviews of all special education, IEP/ER/IFSP documents, ensuring compliance with district procedures, state, and federal laws; identifies areas of need and works to develop and implement programs to address those needs.
4. Performs and monitors evaluation and timelines to ensure appropriate student placement and programming.
5. Assists the Director of Special Services in researching and/or implementing new program components.
6. Assists in the preparation of federal, state and local reports on special education.
7. Develop, provide and promote regular in-service training to special education teacher regarding special education procedures.
8. Attend meetings and training sessions related to special education as deemed appropriate by the Director of Special Services.
9. Maintains confidentiality and non-judgmental views of children and families served .
10. Assumes other responsibilities assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Special Education Process Coordinator)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Special Services)