

Inter-Lakes School District Job Description



Title: Student Services Coordinator	Date Revised: 6/4/24
Classification: Non-Bargaining	Terms of Employment: 220 days
Reports To: Director of Student Services	Supervises: Special education paraprofessional staff

QUALIFICATIONS:

1. Master's Degree Preferred;
2. Administrative experience and two (2) years general experience in the special services field;
3. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

JOB OBJECTIVE:

The Student Services Coordinator aims to utilize expertise in special education and administrative leadership to effectively coordinate and enhance student services across all grade levels within Inter-Lakes Elementary School. This position is dedicated to fostering inclusive environments and facilitating the development of tailored programs that address the diverse needs of students. The Student Services Coordinator is committed to collaboration with stakeholders, continuous professional growth, and ensuring compliance with legal and programmatic standards while promoting equitable access to quality education for all students.

ESSENTIAL JOB FUNCTIONS*:

1. Coordinates, consults, and plans with the cooperation of Principals and other professional staff where applicable, in the following areas:
 - Special Education
 - Educationally related services
 - Special Transportation
2. Participates in ongoing evaluation of building paraprofessionals.
3. Identifies needs and coordinates ongoing staff development programs for all special education personnel.
4. Provides personnel with updated information pertaining to legal and programmatic issues in special education.
5. Chairs special education team meetings as the Local Education Agency (LEA).
6. Assists and supports other administrative staff when functioning in LEA role.
7. Identifies unmet needs and proposes strategies for program/service development.
8. Coordinates planning activities for student transitions between grade levels; attends transition meetings as necessary.
9. Assists in supervision and planning for special education programs across all grade levels.
10. Coordinates educationally related services, including assignment of itinerant staff and contract services (OT, PT, Speech, Evaluation/Psychological services).
11. Develops programs and materials to assist parents in understanding their rights and responsibilities in the special education process.
12. Manages cases with complex programmatic or legal issues and/or significant financial implications in coordination with administrative staff.

13. Collaborates with out-of-district coordinator/court liaison to provide case management for specific students in out-of-district placements and/or charter schools.
14. Represents the school district in juvenile court proceedings for specific students with disabilities in coordination with appropriate staff.
15. Assists Director of Student Services in development and monitoring of the special education budget.
16. Coordinates ordering of supplies/equipment for itinerant personnel.
17. Assumes responsibility for professional development, staying current with literature, research findings, and improved techniques in specialized areas.
18. Performs all other responsibilities associated with the position and related services.
19. Assists administrators in organizing and planning for Extended School Year programming.

SKILLS:

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Strong problem-solving and conflict-resolution skills.
6. Knowledge of federal and state special education laws and regulations.
7. Ability to handle sensitive and confidential information.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

OTHER:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**