

Position: Special Education Coordinator

Job Summary: The Special Education Coordinator is vital in ensuring high-quality educational support to students with special needs in our schools. They will serve as the key liaison between educators, parents, and external agencies to develop and implement individualized education plans (IEPs) for students with disabilities. The focus will be on creating an inclusive and supportive learning environment that fosters academic and social growth for all students while supporting the professional development of special educators.

Qualifications/Minimum Requirements

1. Bachelor's degree in Special Education, Education, or a related field.
2. Master's degree required Type 75.
3. Valid teaching certification and special education endorsements or licenses, as required by the state or local regulations.
4. Proven experience in special education, including IEP development and implementation.
5. Knowledge of local, state, and federal laws and regulations pertaining to special education.
6. Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
7. Excellent organizational and problem-solving abilities.
8. Empathy, patience, and a passion for helping students with special needs succeed academically and socially.

Reports to: Assistant Superintendent

Responsibilities

1. Collaborate with school leadership to develop and implement a comprehensive special education program that aligns with local, state, and federal regulations and best practices.
2. Stay abreast of the latest trends and research in special education and integrate innovative strategies into the program.
3. Coordinate and facilitate IEP meetings involving parents, teachers, and relevant specialists to create personalized education plans for students with disabilities.
4. Monitor the implementation of IEPs and ensure appropriate classroom accommodations and modifications are provided.
5. Oversee the evaluation and assessment process for identifying students with special needs, working closely with psychologists, therapists, and other relevant professionals.
6. Interpret evaluation results and use the data to inform IEP development and educational planning.
7. Provide ongoing training and professional development opportunities to teachers and support staff to enhance their understanding of special education principles and best practices.
8. Offer guidance and resources to help teachers effectively support students with diverse learning needs.
9. Foster strong communication between teachers, parents, and other stakeholders to ensure a collaborative approach to supporting students with special needs.
10. Collaborate with general education teachers to promote inclusive classroom practices. Compliance and Reporting:
11. Ensure compliance with all legal requirements and regulations related to special education, including maintaining accurate records and reporting to relevant authorities as needed.
12. Participate in IEP-related legal proceedings when necessary.
13. Crisis Intervention and Behavioral Support: Provide guidance and support to teachers and staff in managing challenging behaviors and implementing behavior intervention plans.
14. Collaborate with external agencies to access resources and interventions for students with complex needs.

15. Monitor and budget for IDEA Grants.
16. Provide research-based curricula for a variety of diverse populations.
17. Evaluate OT/PT/School Psychologists in line with district expectations.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Retirement plan options.
- Personal and sick leave.
- Opportunities for advanced professional training and development.
- 10 ½ months/210 days