Approved by
Board on 6/5/00

ROLE DESCRIPTION

TITLE: ELEMENTARY SPECIAL EDUCATION COORDINATOR

QUALIFICATIONS:

1. Certifiable by State of New Hampshire
2. A minimum of three years experience
3. A Masters in special education
4. Strong interpersonal skills

REPORTS TO:

1. Building administrators
2. Director of Special Services

JOB GOAL: To coordinate the School District's efforts in meeting the needs of educationally or potentially educationally handicapped students.

PERFORMANCE RESPONSIBILITIES:

I. Coordinates and facilitates special education team meetings

- A. Contacts parents and service providers to coordinate meeting times
- B. Schedules referral, evaluation, placement, and I.E.P. meetings
- C. Organizes, prepares, and distributes agendas
- D. Requests needed substitutes for meetings according to building procedure
- E. Gathers all evaluations, files, and pertinent information that will be needed at the meeting(s)
- F. Prepares/provides all needed paperwork for each meeting
- G. Attends/facilitates/chairs all meetings
- H. Assumes the role of L.E.A. (Local Education Agency) representative at meetings
- I. Complies with required timetables during the summer months

II. Coordinates schedules for related service providers and consultants

- A. Collaborates with psychologists(s), speech pathologist(s), occupational therapist(s), physical therapist(s), behavior consultants(s), S.A.I.F.(s), ASSET, and outside diagnosticians
- B. Informs appropriate person of needed evaluation(s)

C. Develops and implements a process to note evaluation timelines, monitor/track the progress of evaluations, and share assessment information with team members
D. Schedules space for evaluators' use
E. Monitors effective and appropriate delivery of services as described in the I.E.P.
F. Coordinates special education busing with transportation coordinator, the special education office, school, and parents

III. Observes students in the special education evaluation process

A. Completes and writes required student observations
B. Reports on observations of students to referral and evaluation special education teams
C. Provides feedback to classroom teachers, special education teachers, and teaching assistants as to effective I.E.P. implementation strategies

IV. Completes and oversees all necessary paperwork in the special education process in a timely manner

A. Coordinates all special education referrals assisting parents and teachers as needed
B. Completes required paperwork for referral, evaluation, and placement meetings
C. Completes/oversees the completion of required paperwork for I.E.P. meetings
D. Meets with the secretary assigned to special education to ensure the completion of I.E.P.s, agendas, and other correspondence
E. Maintains a current, accurate data base of students, codes, services, hours, evaluation needs, and other pertinent information
F. Plans and prepares for extended school year programs
G. Completes reports and projects in a timely manner
H. Maintains special education files in accordance with school and District policies and procedures
I. Oversees Medicare/Medicaid reports
J. Insures compliance with all district, state, and federal requirements

V. Administers achievement testing as needed

A. Completes required achievement testing on newly referred students
B. Oversees the achievement testing for students during 3-year reevaluations and to obtain current levels for I.E.P.s

VI. Contacts parents as needed

A. Initiates and maintains communication with parents throughout the special education process
B. Assists parents in becoming active participants in team meetings

VII. Provides supervision for special education teachers and teaching assistants

A. Periodically, formally and informally observes personnel in different settings and becomes familiar with teaching styles
B. Acts as a resource in the areas of behavior, instructional techniques, and communication
C. Assists in the placement of staff within the building
D. Oversees special education teachers and, in some cases, classroom teachers who complete evaluation summaries for teaching assistants
E. Collaborates with the building administration about the evaluation of special education teachers and teaching assistants
F. Coordinates the reassignment of special education staff in emergency situations
G. Participates in the hiring of special education staff

VII. Serves as a building resource person

A. Spends time in classrooms observing and becoming familiar with various teaching styles
B. Consults/collaborates with all teachers about children's needs, instructional strategies, and progress
C. Provides training for staff
D. Suggests materials and resources to meet student needs
E. Shares appropriate information with building special education staff and administration during regularly scheduled meetings
F. Assists in the placement of special education students
G. Serves as a liaison with appropriate agencies
H. Attends workshops and conferences to keep current in law and best education practices
I. Remains current with federal and state standards
J. Collaborates with administrators in decision-making
K. Assists with or assumes the management of challenging special education cases

VIII. Acts as liaison to other building coordinators and the Special Education Director

A. Coordinates student referrals to and placements between buildings and programs
B. Meets regularly with the Director of Special Education and other special education coordinators
C. Meets weekly with building administration to share pertinent information about the building program and District meetings
D. Represents the school in inter-building and intra-district meetings
E. Assists the Director of Special Education in long-term planning and the budget process
F. Assists the Director of Special Education in all due-process proceedings
G. Serves as co-case manager for students placed out-of-district
H. Coordinates the transition of students from pre-school to elementary and from elementary to middle school

TERMS OF EMPLOYMENT: Teaching contract year and 20 extended contract days