



Job Title: Coordinator of Special Education

Supervisor: Executive Director of Federal Programs

Terms of Employment: 246 days

Job Summary:

This position provides coordination and leadership in the development and implementation of plans and programs for students with disabilities.

Essential Duties:

1. Coordinates programs for students with disabilities consistent with federal, state, and local standards, laws, regulations, and guidelines as related to IDEA-'04.
2. Coordinates and provides direct support to the special education teachers, special education providers and school-level administrators.
3. Coordinates and provides direct support related to teacher/provider evaluations to include; collaboration with Human Resources, Induction Teacher initiatives, and the formal teacher evaluation process.
4. Provides support, supervision and technical assistance to multi-school special education staff relative to developing and implementing effective programs for students with disabilities.
5. Coordinates and conducts staff development activities for paraprofessionals, teachers, principals, parents and other district personnel.
6. Assists principals with monitoring the effectiveness of plans and programs for students.
7. Works with teachers and administrators to implement state curriculum standards and develop programs for students with disabilities ages 3 through 21.
8. Assists teachers in developing appropriate instruction for students with disabilities utilizing best practices and teaching methods, classroom management, curriculum standards, instructional materials, and other areas consistent with district initiatives and instructional models.
9. Consults with public and private agencies, organizations and professional personnel in securing and providing educational and related services for students with disabilities.
10. Coordinates and conducts district parent involvement initiatives and training for parents of children with disabilities.
11. Collaborates regularly with other district-level personnel to ensure continuity of programs for students with disabilities across the district and provide input into and assistance with the development of district-wide efforts to improve instruction.
12. Ensures that programs and records meet applicable local, state and federal compliance standards.



Other Duties:

Performs duties as assigned by the Executive Director of Federal Programs/Director of Special Education, such as planning and conducting professional growth programs, workshops, and other in-service activities. Performs such other duties as may be assigned.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Valid South Carolina Teaching Certificate in Special Education or related field
2. Master's degree from an accredited university
3. Minimum 5 years successful teaching/related service experience
4. Experience in working with programs for children with disabilities
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
6. Principal or Supervisor degree (preferred)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment.

Pay Grade: 210

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025