



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Special Education Coordinator
Department / Location:	Student Services / District Office
Reports to:	Director of Student Services
Employees Supervised:	None
Classification:	12-month
Status:	Exempt
Created / Revised:	February 20, 2026
Board Approved:	April 20, 2026

Position Summary

The Special Education Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families, and community agencies that support students. This position provides leadership relative to special education policies and procedures, as well as models of intervention targeted toward struggling students.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide direction and ensure compliance with the Individuals with Disabilities Education Act (IDEA), including assisting with policy development, establishing written procedures, supervising program compliance, maintaining related student records, and investigating and resolving complaints.
2. Advise and monitor special education and student services staff in the administration of student eligibility, placement, programming, dismissal, and follow-up in the area of special education.
3. Build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.
4. Manage the placement process for enrolling students with disabilities.
5. Develop, provide and lead professional development relative to special education and students with disabilities.

6. Assist in development of district procedures, policies, and resources related to special education.
7. Assist Director of Student Services in coordinating specific projects, such as: review of IEPs, Extended School Year services, monitoring compliance with IDEA timelines, monitoring compliance with progress reporting, preparing and submitting federal and state reports and data requests.
8. Assist with data collection and plan development in the areas of behavior, academics, placement rates, and progress monitoring.
9. Assist with training and development related to functional behavioral assessments and behavior intervention plans.
10. Participate in review of curricular resources regarding access, representation, perspective, and bias.
11. Serve as a Title IX investigator for student complaints and support Title IX training efforts as needed.
12. Serve as the District liaison to contracted Student Transportation Services for training, coaching, proactive behavior strategies as well as coordinate special education transportation
13. Investigate and recommend programming options for our diverse student population. Work in conjunction with student services staff to provide pathways to graduation for all.
14. Facilitate professional learning for support staff related to academic and behavior supports.
15. Configure family and staff-facing components of NextPath, i.e. workspace configuration and document creation
16. Provide training to administrators, coaches, and student services team in the use of data analytics and using data in a Multi-Level Systems of Support (MLSS).
17. Manage special education administrative settings in the student information system (i.e. Plan Formats, Process Alert Messages, Services Setup)

Additional Job Duties

1. Act as a resource to teachers, administrators, and parents in brainstorming and offering solutions to problems.
2. Facilitate IEP meetings as a local education agency (LEA) representative with parents, community members, and instructional teams.
3. Perform other duties as assigned by the Director of Student Services.

Knowledge, Skills and Abilities

1. Excellent verbal and written communication skills.
2. Ability to build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.

Working Conditions

1. Indoor office environment.

Physical Requirements

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.

5. The person in this position must be able to converse with administrators, staff, parents, and individuals at agencies outside the district, and must be able to exchange accurate information with such individuals.

Education and Experience

1. Master's Degree in Special Education or closely related field required.
2. Minimum of five years of successful experience in an educational setting.

Licenses and Certifications

1. Licensure in an area of Special Education required.
2. Administrative license with Director of Special Education and Pupil Services or enrollment in a program leading to said licensure preferred.
3. Valid Wisconsin Driver's License required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.