Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Coordinator (Special Educational Services)**

Qualifications:

Credentials: State Certificate to teach special education; Special Education certificates

Education: Master's degree in Education related field

Training/Experience Required: Minimum of three years' teaching experience in a special education program.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Job Goal (Purpose of Position): Performs skilled/professional-level tasks under limited supervision to coordinate identified needs of special students with local programs and to ensure that services are provided in compliance with State and Federal requirements. Ensures a quality curriculum and service delivery of programs. Acts as a liaison between special program teachers and the special services department. In addition, meet with parents and other staff to resolve problems or perceived problems relative to educational programs. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action. Maintains confidentiality of necessary information.

Performance Expectations: The incumbent/employee will need to (A) be customer focused to resolve problems effectively, (B) manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances, (C) manage resources with fiscal responsibility while maintaining proper accountability of records, (D) manage information and communications with staff and public effectively, (E) conduct short and long range planning to set and/or attain district goals and objectives, (F) demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to

problems, (G) be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals, (H) contribute to quality of district programs including extra-curricular programs, be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Provides leadership and coordination of all special education programs assigned.

2. Evaluates program needs and makes appropriate recommendations.

3. Maintains awareness of local, state, and federal regulations regarding programs and assumes responsibility for their implementation.

4. Serves as a consultant to administrators and staff.

5. Promotes and holds in-service training for personnel in assigned areas.

6. Devises and maintains records and report as necessary.

7. Recommends varied instructional materials for use in classrooms.

8. Encourages attendance at professional meetings and conferences as appropriate.

9. Interprets test results, statistical data and district goals as they relate to programs, to administrators, staff and patrons.

10. Prepares necessary inventories, budget requests/controls and similar documents.

11. Regularly observes instruction in classrooms, and upon request of the principal, helps teachers improve their performance.

12. Performs other duties as assigned by the Curriculum Director.

Supervision exercised: Supervises programs and indirectly supervises staff and teachers in special education programs.

Site: Various

Reports To: Director of Special Services

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to diffuse potentially volatile situations effectively. Must be able to work with students with special education needs.

Terms of Employment: In compliance with Negotiated Contract and/or State Law

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy

Approved 3/8/1993