Adams 12 Five Star Schools

Job Description
Prepared/Revised: **September 2026**

Job Title: **Student Support Services – Out of District Coordinator**
Job Family: **Certified**
Pay Program: **Administrative**
Work Year: **12 months**

Job Code: **1162**
FLSA Status: **Exempt - E**
Pay Range**:** **L14**

SUMMARY: Serves as the School District's designated administrative coordinator for out-of-district special education placements and educational stability for students in out-of-home settings, ensuring compliance with federal and state special education laws, IEP requirements, and least restrictive environment (LRE) principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Job tasks and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. **District-Wide Placement & Case Management:** Independently coordinates the placement and ongoing monitoring of students in out-of-district programs when determined by the student's educational team to be the most appropriate setting. Evaluates potential placement options by conducting site visits and assessing programs to ensure they can appropriately meet each student's educational, behavioral, and related service needs Independently manage and oversee a district-wide caseload of students placed in out-of-district settings, including day schools, CDE approved facility schools, residential programs (both in and out of state), juvenile justice facilities, charter schools, and foster placements. Conduct site visits across facilities to monitor placements, student progress, attendance, program appropriateness, and compliance with educational and legal requirements. Coordinates and participates in placement meetings, monitors student progress and IEP implementation, and works collaboratively and assertively with out-of-district facilities to support the achievement of student goals and successful transition back to public school programs when appropriate. Provides leadership and progress reports to the Director of Special Education regarding student placements, services, outcomes, and recommendation.	D	35%
2. **IEP Leadership & Legal Compliance:** Serve as the Local Educational Agency (LEA) representative for out-of-district students by facilitating IEP, placement meetings, and Best Interest Determination (BID) meetings, ensuring implementation of IEP services, completing required documentation, and identifying and resolving service gaps. Collaborate with central office administration and legal counsel regarding complex and litigious cases.	D	20%
3. **Program Oversight & Accountability:** Serve as the primary liaison between the School District and out-of-district programs, monitoring student outcomes, service delivery, attendance, and compliance with state and federal requirements. Manage district state reporting responsibilities, oversee reporting timelines, and train out-of-district personnel.	D	15%
4. **Stakeholder Collaboration & Student Advocacy:** Develops and maintains partnerships with external schools, agencies, courts, service providers, and community organizations while collaborating with special education staff, families, and public and private schools to address complex student needs.	W	15%
5. **Team Leadership & Staff Development:** Facilitate and attend Out-of-District state and district team meetings and collaborate with Directors and designees in Student Services to ensure program continuity and effective oversight. Participate in hiring committees, assist in developing position responsibilities and interview questions, and support onboarding and training of out-of-district personnel.	A	5%
6. Perform other job-related duties as assigned.	Ongoing	10%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Special Education or related field.
- Experience in administration, special education, or related field.
- Teaching or other experience working with students with significant academic learning and/or social/emotional needs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Special Education Teacher or Special Services Provider License required.
- Colorado Principal or Director of Special Education license is required, or candidate must obtain within 1 year of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of evidence-based programming and service delivery for students with unique learning needs (Special Education, At-Risk, Alternative Education.)
- Demonstrated skills in facilitation, conflict resolution, and adult learning.
- Excellent interpersonal and communication skills.
- Excellent problem-solving abilities.
- Excellent organizational skills. Ability to manage a variety of tasks in many settings on a daily basis.
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Student Support Services	3026

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Teacher on Special Assignment	2 - 8	varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	