

## COORDINATOR OF SPECIAL EDUCATION

<b>Job Title:</b>	Coordinator of Special Education
<b>Initial:</b>	April 12, 2018
<b>Revised:</b>	April 5, 2021 (Administrative Revision)
<b>Work Year:</b>	Full Year
<b>Office:</b>	Education
<b>Department:</b>	Individualized Education/Special Education
<b>Reports To:</b>	Director of Special Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Pay Schedule

### Related Organization Chart



**POSITION SUMMARY:** The Coordinator of Special Education (“Coordinator”) assists the Director of Special Education (“Director”) with oversight of building and zone level special education programs for a specific zone. The Coordinator is an extension of the Director and works closely with the Director to ensure compliance and student achievement of goals with the target of improved student outcomes within the assigned zone. The Coordinator works with the zone’s administration, specialized teams, building-level teams, and families to assure quality of services and supports for students with disabilities. When a specific need is identified within the assigned zone and in consultation with the Director, the Coordinator assists teams to improve overall effectiveness.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on zone assignment and other factors.

- Assists with zone Special Education program development and evaluation.
- Assists with zone supervision and evaluation of Special Education related service teams as determined by the Director.
- Coordinates and manages zone Special Education personnel issues while consulting with the Director and Human Resources.
- Assists the Director with screening, interviewing, and hiring process.
- Attends zone IEP meetings requiring special education administrative support.
- Assist to provide directions of resolutions of disputes and complaints within respective zones, in regard to Special Education.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Advises the central office staff, zone administration, building administration, itinerants, and classroom staff on related special education issues.
  - Provides logistical support for Extended School Year (ESY) programs.
  - Coordinates, plans, and implements zone- and building-level staff development in consultation with the Director.
  - Coordinates and gathers December count, EOY, Audits and other State reporting information.
  - Serves as an ambassador of Special Education and District 49 in all building and community-based opportunities through effective and accountable leadership.

**Supervision & Technical Responsibilities:** Supervisory responsibilities determined by the Director and may vary year to year.

**Budget Responsibility:** Direct budget responsibilities determined by the Director and may vary year to year.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Undergraduate or Graduate degree in Special Education required.
- Candidates with Graduate degree in Educational Administration or Leadership considered.

### **Experience:**

- Three years of special education related services or teaching experience.
- Two years of administrative experience in district or school setting preferred.

### **Knowledge Skills & Abilities:**

- Thorough knowledge of Individuals with Disabilities Education Improvement Act (IDEIA) and Colorado Rules for the Exceptional Children's Education Act (ECEA)
- Knowledge of RtI/MTSS including Problem Solving Team Process, progress monitoring and data analysis
- Knowledge of child and adolescent development
- Knowledge of general organization and functions of a public school system
- Ability to communicate effectively and resolve conflict with students, parents, and community groups
- Good organization and communication skills
- Demonstrates accomplishments in keeping professionally current
- Knowledge of data collection and the ability to interpret data
- Knowledge of research supported interventions related to academic, social and behavioral concerns
- Ability to be flexible in order to meet the unique needs of the assignment

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado licensure for Director of Special Education Administrators License or eligibility at the time of hire required

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## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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