SPECIAL EDUCATION COORDINATOR
JOB DESCRIPTION

GENERAL DESCRIPTION:

The job of Special Education Coordinator is for the purpose of ensuring compliance to established policies, procedures and/or regulations; and addressing other duties and processes required to maintain the districts’ program of services. Responsibilities include: managing the districts’ special education programs and services; developing related goals, objectives and recommending policies; planning, implementing and working with staff in evaluating the special education programs and services; acting as a liaison with other district staff, serving as a resource of information regarding special education programs and services; and ensuring that procedures are appropriate in relation to policies required by state and federal regulatory requirements. Significant time is required for analyzing data, planning activities, monitoring programs/services, responding to others and consulting with program personnel.

ESSENTIAL FUNCTIONS:

A. Collaborates with others (e.g. district superintendent, teachers, building principals, other professional staff, parent groups, community organizations, public agencies, etc.) for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements.

B. Consults with districts special education/general education staff for the purpose of maintaining existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.

C. Develops long and short range plans in relation to assigned administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of implementing regional special education programs/services and complying with local, state and federal regulations.

D. Develops proposals, new programs and grant opportunities for the purpose of ensuring compliance with local, state and federal regulations and meeting district goals.

E. Directs the implementation of existing and new programs/services through a combination of delegation and personal involvement for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.

F. Facilitates meetings that may frequently involve a range of issues. for the purpose of evaluating situations, identifying appropriate actions, developing recommendations and/or implementing desired program changes.

G. Manages assigned programs and/or services for the purpose of achieving outcomes in relation to program objectives, and ensuring conformance with legal, financial and districts’ requirements.

H. Monitors a variety of administrative processes for the purpose of preparing reports, etc., authorizing financial transactions, ensuring compliance with local, state and federal regulations.
I. Monitors assigned program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are addressed, and services are efficiently provided within budgetary guidelines and federal/state regulatory guidelines.

J. Participates in a variety of meetings as required (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

K. Prepares a wide variety of often complex materials (e.g. plans, funding requests, reports analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

L. Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.

M. Researches information required to manage assignments (e.g. relevant policies, new federal and state statutory regulations, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with relevant federal and state requirements, securing general information and/or responding to requests.

N. Responds to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction as may be required.

O. Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

P. Serves as a resource to district personnel and as a liaison to various agencies (e.g. district committees, interagency boards) for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to special education.

Q. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

II. Physical Demands

The usual and customary methods of performing the job’s functions require the following physical demands; some lifting carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing.

III. Professional Growth and Responsibilities

A. Meets or exceeds performance expectations in the following areas:
   • Competence
   • Quality of Work
   • Quantity of Work
   • Attitude
   • Attendance/Punctuality
   • Flexibility & Innovation
   • Initiative
   • Cooperation with Supervisor/Director
• Cooperation with Peers
• Demonstration of Agency Values

B. Supports and implements GCDSD policies, regulations, procedures and administrative directives; demonstrates loyalty to the GCDSD and other administrators.
C. Submits records, reports and assignments promptly and efficiently.
D. Deals with obstacles and constraints positively.
E. Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
F. Seeks and takes advantage of opportunities for professional growth.
G. Maintains dress and appearance appropriate to a professional office setting.

IV. Other

Assists with other responsibilities as assigned by the Superintendent.