

**TITLE:** K-12 School Special Education Coordinator

**REPORTS TO:** Superintendent

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt.

**QUALIFICATIONS:**

1. Bachelor's degree in Special Education, Education Administration, or a related field (Master's degree preferred).
2. Valid state certification in Special Education or eligibility for immediate certification.
3. Previous experience working in special education, including experience with case management and IEP development.
4. Strong knowledge of special education laws, regulations, and best practices.
5. Excellent communication, interpersonal, and problem-solving skills.
6. Ability to collaborate effectively with diverse stakeholders and work as part of a team.
7. Strong organizational skills and attention to detail.
8. Experience with data management and analysis preferred.

**JOB GOAL/OVERVIEW:** The K-12 School Special Education Coordinator is a pivotal role responsible for overseeing the comprehensive special education program within the district. This position is charged with managing case management for all special education students, coordinating the schedules of educational assistants, and ensuring the smooth operation and continuous improvement of the K-12 special education program.

The K-12 School Special Education Coordinator plays a critical role in ensuring that special education students receive the support and services they need to thrive academically, socially, and emotionally. This position requires a dedicated and knowledgeable professional who is committed to promoting equity, inclusion, and excellence in education for all students within the district.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties:** This job description is intended to be a general representation of the duties and requirements of the position and is not all-inclusive. Additional duties and responsibilities may be assigned by the district administration as needed.

1. Case Management:
  - Manage the case management process for all special education students in the district.
  - Collaborate with teachers, parents, administrators, and relevant stakeholders to develop and implement Individualized Education Plans (IEPs) for each student.
  - Ensure compliance with state and federal special education regulations and guidelines.
  - Monitor student progress and make adjustments to IEPs as necessary.
- Educational Assistant Coordination:
  - Coordinate the schedules and assignments of educational assistants working within the special education program.
  - Provide training, guidance, and support to educational assistants to ensure they are equipped to effectively support students with diverse learning needs.
  - Assist building administration in conducting regular performance evaluations and provide feedback to educational assistants.
- Program Oversight:
  - Help develop, implement, and evaluate policies and procedures related to the K-12 special education program.
  - Collaborate with district administrators, principals, and teachers to ensure alignment of special education services with the overall educational goals of the district.
  - Participate in the selection and procurement of appropriate instructional materials, resources, and technology to support special education students.
- Student Support and Advocacy:
  - Serve as an advocate for special education students and ensure their needs are met in the least restrictive environment.
  - Provide guidance and support to teachers and staff on best practices for accommodating and meeting the needs of students with disabilities.
  - Facilitate communication and collaboration between parents, teachers, and other stakeholders involved in the education of special education students.
- Data Management and Reporting:
  - Maintain accurate records of student progress, assessments, and other relevant data related to the special education program.
  - Generate reports as needed for district administrators, state agencies, and other stakeholders to demonstrate compliance and track student outcomes.
  - Use data to identify trends, areas for improvement, and opportunities to enhance the effectiveness of the special education program.

### **III. Timeliness**

The Coordinator demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.

2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Demonstrates regular and timely attendance
4. Notifies the Superintendent and building principal in the event of illness.
5. Promptly informs the Superintendent of problems that need attention.

**Physical Qualifications:** The physical demands described here 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_