



## **Job Description**

**Position Title:** Special Education Coordinator - Grades 7-12+

**Employee Group:** Administrative Support

**Contract Length:** 210 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Special Education Para Educators

**Reports to:** Director of Special Education

### **Qualifications:**

1. Master's Degree in Special Education, School Psychology, Educational Administration or related field required.
2. Minimum of 5 years in the educational setting.
3. Valid Wisconsin Driver's License Required.

Preferred experience:

Administrative license, or working toward a license, with Director of Special Education or Director of Student Services preferred

### **Position Summary:**

The Special Education Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families and community agencies that support students. This position provides leadership relative to special education policies and procedures, as well as effective practices relative to models of intervention for students who may be struggling academically and/or behaviorally.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Provide direction and ensure compliance with the Individuals with Disabilities Education Act (IDEA), including assisting with program compliance, policy development, maintaining related student records, and investigating and resolving complaints.
2. Advise and monitor special education staff in the administration of student eligibility, placement, programming, dismissal, and follow-up in the area of special education.

3. Build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.
4. Provide behavioral and support consultation services for students with disabilities in grades 7-12+.
5. Assist with placement and enrollment of new students with disabilities.
6. Assist the Director of Special Education in coordinating specific projects, such as: review of IEPs and evaluations, Extended School Year services, monitoring compliance with IDEA timelines, including progress reporting.
7. Evaluate special education paraprofessionals.
8. Assist with the training and development of new special education staff.
9. Coordinate all special education transportation functions for grades 7-12+ in collaboration with the Student Services Department in order to assist with McKinney Vento transportation needs when appropriate.
10. Coordinate supporting documentation for high cost special education aid and transfer of service for students in grades 7-12+.

#### Other Functions

- Act as a resource to teachers, administrators, and parents in brainstorming and offering solutions to problems.
- Facilitate IEP meetings as a local education agency (LEA) representative with parents, community members and instructional teams.
- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Special Education
- Properly handles confidential matters relating to students, student records, parents, and staff.

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

#### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as IEP's, District reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and families.

Knowledge of instruction and assessment practices, child development, brain development and best practices in education

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to build and maintain effective relationships among families, staff, other districts, community service providers, and state agencies in the area of special education. Good human relations skills.

Knowledge of conflict resolution and crisis de-escalation techniques.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, turning, lifting, carrying, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with strict time constraints and multiple, constant interruptions.

Adopted: August 2023

Revised: May 2024