

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION**

- Position:** Special Education Coordinator
- Reports to:** Superintendent
- Employment Status:** Regular
- FLSA Status:** Exempt
- Description:** Coordinate the identification of and special education services for all students with qualifying disabilities in the school district in compliance with federal special education law, Ohio Rules for Education of Children With Disabilities, and Ohio Policies and Procedures for the Education of Children with Disabilities
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Coordinate the special education program for all handicapped children in the school district
- Direct the implementation of federal law and Ohio rules for educating handicapped pupils
- Administer and coordinate the PT, OT, school psychological services, speech and hearing services and other contract services for disabled children
- Coordinate, channel, schedule and review requests for intervention assistance and multifactored evaluations, including case status and progress to final disposition of the referral
- Monitor the placement of handicapped students in schools outside of the district and the resulting transportation
- Prepare all local, state and federal reports relative to areas of special education and pupil personnel services
- Responsible for reviewing cases pertaining to the alternative placement of pupils
- Attend all low incidence IEP conferences
- Develop and maintain complete cumulative individual records of all children recommended to receive special education services or those enrolled in special education
- Recommend the approval of supplies, materials, and textbooks used by special education programs
- Interpret the goals and programs of the special education program
- Serve as the district LDC
- Maintain a working knowledge of the due dates for Multifactored Evaluation and Individualized Education Plan for all students with disabilities
- Initiate, coordinate and monitor educational reform and instruction for special education
- Respond to routine questions and requests in an appropriate manner
- Cooperate with Superintendent in the development and implementation of administrative and Board policies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Coordinate with staff to assure Individualized Education Plans are complete in an effective and timely manner
- Assist EMIS coordinator in compiling and maintaining necessary forms for accurate reporting of special education and assessment of children with disabilities
- In coordination with Guidance Counselors and special education staff, schedule disabled students for required district and state assessments in compliance with IEP specifications
- Assist Principals, Guidance Counselors and teachers in developing staff and student schedules that facilitate effective provision of a free and appropriate public education in the least restrictive environment for all students with disabilities

- Maintain an accurate and working knowledge of the mechanics of the educational programming for students with disabilities at the district, building and classroom levels
- Coordinate staff completion of necessary forms
- Coordinate and conduct monthly building level team meetings with parents/agency and staff contacts
- Schedule meetings and issue appropriate invitations
- Coordinate with administrators, psychologist, and related personnel services
- Conduct meetings at various buildings
- Complete necessary documentation
- Follow up contact with parents/agencies and staff, as needed
- Coordinate development and maintenance of complete child information management systems individual records of all students identified with disabilities
- Monitor the placement of students identified with disabilities receiving services in schools outside the district; coordinate transportation needs
- Monitor students outside the district; facilitate multifaceted evaluation teams and attend individualized education plan meetings
- Monitor daily classroom instructional responsibilities designated to assist with serving students with disabilities in inclusion settings as directed by the Superintendent

Other Duties and Responsibilities:

- Coordinate activities related to special education services and specific students with disabilities between the school district and outside agencies
- Assist in developing districtwide policies concerning special education programs
- Advise all personnel on rules and regulations pertaining to special education
- Write grants related to special education programs and services
- Conduct programs for the identification of exceptional children
- Provide in-service for all special education personnel
- Attend meetings and in-services as required
- Schedule and conduct, in coordination with district administrators, regularly scheduled meetings with district or building special education staff
- Maintain a working knowledge of current best practices related to special education topics
- Provide professional development opportunity information on pertinent topics to district administrators and teachers as information is received
- Facilitate professional development opportunities as required
- Assist special education teachers in aligning curriculum, as appropriate, with current district courses of study and state proficiency objectives
- Maintain a database of district students identified with disabilities
- Coordinate with administrators in reviewing cases pertaining to discipline issues and alternative placement of students with disabilities
- Recommend the approval of supplies, materials, and textbooks used by special education classroom and staff
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Assist teachers, Guidance Counselors, and administrators in developing and implementing behavior intervention plans for students
- Perform other duties as assigned by the Superintendent

Qualifications:

- Bachelor's degree
- Valid Ohio teacher's certificate/license
- State of Ohio special education licensure preferred
- Master's degree preferred
- Supervisory experience preferred
- Five years special education classroom experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of best practices related to special education programs and services
- Experience teaching and/or coordinating special education programs
- Basic computer skills
- Ability to operate various office equipment
- Commitment to education of students with disabilities
- Experience writing Individualized Education Plans
- Knowledge of Differentiated Referral System, Multifactorial Evaluation Team Meeting, and Individualized Education Plan processes and forms
- Working knowledge of federal and state special education law and Ohio Policies and Procedures for the Education of Children with Disabilities

Equipment Operated:

- Computer
- Typewriter
- Fax machine
- Copy machine
- Printer
- Telephone
- Motor vehicle

Additional Working Conditions:

- Occasional requirement to travel
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: