

Special Education Coordinator

Purpose Statement

The job of Special Education Coordinator is done for the purpose/s of coordinating assigned special education program components and related activities; providing information to others; and ensuring each eligible student receives appropriate special education service in accordance with federal and state laws and Special Education Unit policies and procedures.

This job reports to Director of Special Education

Essential Functions

- Administers a variety of processes (e.g. coordination of district services, quality assurance activities, department portfolios, leadership of Sp Ed Unit with District department, training and technical assistance, staff orientation, program and staff supervision, etc.) for the purpose of ensuring professional operation of District Special Education Program.
- Assists and/or administers planning and implementation of services (e.g. staff evaluations, IEP team processes, etc.) for the purpose of providing necessary support for SPED.
- Collaborates with district personnel and other districts (e.g. transition of Sp Ed students, quality assurance activities, health care services for students, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates contracted services for the purpose of delivering services in compliance to established guidelines.
- Coordinates program components, support needs and services (e.g. private schools, service providers, parents, custodial agencies, etc.) for the purpose of delivering services, inside and outside of the District, which conform to established guidelines.
- Develops proposals, new programs, budget and grants, and curriculum for the purpose of providing necessary support in meeting District goals.
- Evaluates programs, staff and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates and serves as administrator at meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in special education management meetings for the purpose of providing input as needed for Sp Ed programs and staff.

- Prepares a wide variety of written materials for Special Education (e.g. quantity reports, student activities, correspondence, internal audits, memos of agreement, necessary employee documents for legal compliance, etc.) for the purpose of documenting activities, providing written reference and guidance, and conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.
- Provides conflict resolution for the purpose of mediating and resolving issues for District and administrative staff, parents, and students.
- Represents Bismarck Public Schools (e.g. LEA representative on IEP team, etc.) for the purpose of ensuring compliance with District, State, Federal regulations for Special Education.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Supervises personnel functions of Special Education staff (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.

Other Functions

- Performs other related duties as assigned (e.g. Portfolio, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior and academic patterns of all categories of special education children; and District, State and Federal laws relating to disabilities.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; problem solving; enhancing Department services; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Sp Ed Coordinator (11 mos)