

Vail School District Job Description

Job Title: Special Education Coordinator

Department: Special Education

Reports To: Director of Special Education

FLSA Status: Exempt

Classification: Certified

Prepared: 05/08/2001

Updated: 05/19/2008

SUMMARY: As directed by the Director of Special Education, the position will coordinate the activities of teachers and other staff providing instruction, evaluation, or other special education services to eligible students by performing the following duties. This position will provide assistance and support to the Director of Special Education with select responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides clerical and administrative support to the Director of Special Education and as assigned.

Oversees and supports the District's Emotionally Disabled (ED) Program.

Assures that Individual Education Plans, evaluations and referrals for student's with special needs comply with all federal, state, and local laws, regulations and policies.

Reviews referrals and evaluations and participates in conferences with administrators, staff, parents, children, and other concerned parties to formulate recommendations for student placement and provision of special education services.

Monitors staff activities and gives technical assistance in areas such as assessment, curriculum development, use of materials and equipment, and management of student behavior.

Assists with the planning and conducting of in-service training.

Assists Director of Special Education and/or site principal with interviews of applicants, recommends the hiring of staff, and evaluates staff performance.

Assists with writing and submitting grant proposals.

Assists Director of Special Education in preparation of budget recommendations and development of program goals.

Gather data and assist staff in implementing AIMS testing to special needs students.

Participate as needed in manifestation determination hearings and/or change of placement due to discipline and/or behavioral issues.

Respond to parent inquiries in writing, phone call, electronic, and in person.

Addresses staff and public to elicit support and explain program goals and objectives.

SUPERVISORY RESPONSIBILITIES:

May be assigned supervisory duties of teachers and paraprofessionals.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

EDUCATION and/or EXPERIENCE:

- A Master's degree (M.A.) in Education Leadership or Special Education or combination of equivalent education, experience, and training as approved by the Superintendent.
- Extensive experience working with students with special needs as well as special education administration.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid Arizona certificate or appropriate state licensing in an area of special education or approved related service (Speech/Language Therapy, Occupational Therapy, Physical Therapy, Psychology, Pre-K Special Education).

LANGUAGE SKILLS

Ability to read, analyze, and interpret common educational journals, reports, and legal documents. Ability to respond to common inquiries or complaints from staff, parents, community members, or regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to staff, public groups, and the Vail School District Governing Board.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out complicated instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit for extended periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Temperament to sustain extended work hours and problem situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.