

Special Education Coordinator

QUALIFICATIONS:

Certification:

- Appropriate State of Illinois Professional Educator License
- Learning Behavior Specialist (LBSI) Certification and minimum of 5 years of special education teaching experience
- Master's Degree with Director of Special Education endorsement preferred
- Administrative Endorsement with ability to evaluate certified personnel
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Special Education Director

JOB GOAL:

- Assists the Special Education Director to ensure all the district special education programs and services, 504 accommodations and other programs for students of special needs are planned, coordinated, managed, supervised and evaluated for legal and regulatory compliance

RESPONSIBILITIES:

Assist the Director in Supervising the Operations of the Special Education Programs and Services

- Maintains a high level of quality of all special education students' IEPs.
- Oversees the development, implementation and monitoring of all 504 plans
- Coordinates and participates when required in IEP staffings and annual reviews and facilitates the compilation of documentations for student records

- Observe specific students/classrooms and makes recommendations
- Collaborates with building administrators to respond to special education needs
- Coordinates completion of referrals consulting with teachers and administrators
- Assists students and teachers in using data to formulate academic and social/emotional plans, based on knowledge of student needs
- Maintains records as required by statute, regulations, and district procedures
- Generates reports as required by statute, regulation, and district procedures.
- Assures consistency and appropriateness of placement decisions
- Manage time effectively

Assist the Director in Providing Support to Teachers and Administrators

- * Assures that teachers understand issues and processes of special education
- * Assists in recruitment, orientation, selection, and support of certified and non-certified personnel
- * In collaboration with building administrators provide support to staff
- * Help teachers and administrators by knowing resources, both within and beyond the school and district

Uses Technology to Enhance Special Education Programs and Services

- * Demonstrates skills necessary for office and instructional technology applications
- * Knowledgeable about technology which supports/ assists students with disabilities

Assist the Director in Supporting Staff Development to Enhance Special Education Programs and Services

- * Participates in ongoing professional development
- * Supports district professional development opportunities for personnel
- * Coordinates the development of continuous inservice programs for special education paraprofessionals
- * Supervise and evaluate certified and support staff in programs serving our low incidence population.

Assist the Director in Assisting the District in Fulfilling Its Mission

- * Prepares information and reports regarding student placements, progress reports, staff effectiveness and program development
- * Assist in fostering collaborative relationships among students, staff, families and community members
- * Assure that parents understand their rights and responsibilities as specified in special education law and regulation.
- * Performs other duties and assumes other such responsibilities as may be assigned by the Director of Special Education

TERMS OF EMPLOYMENT:

Work Year:

190 days (additional days as needed)

Bargaining Unit:

Non-Bargaining

Salary and Benefits:

Salary and Benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures.