



Position Title: **Special Programs Coordinator**

Department: Special Education

Reports To: Director of Instruction and Student Services

SUMMARY: Oversees the implementation of special programs including but not limited to Independent Skills Centers (ISCs). Supports special education staff in the implementation of evidence based practices and general compliance with state and federal special education mandates. Has deep knowledge of and supports the implementation of multi-tiered systems of support as it pertains to students with special education needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assists in the supervision and evaluation student services staff
2. Consults with staff, parents and outside agencies regarding Special Education students and programs offered
3. Facilitates and acts as a district representative at problem solving, IEP, and eligibility meetings
4. Responds to parents regarding the evaluation and placement of their children
5. Discusses Special Education programs, personnel and students with building administrators
6. Submits program documentation for approval, applies for grants
7. Ensures compliance with local, state and federal guidelines
8. Mentors and supports new learning specialists
9. Plans and provides relevant professional development to small and large groups
10. Assists in monitoring staff caseloads, assignments and student progress
11. Assists in recruitment, selection, and recommendation for hiring of special education personnel
12. Manages some district data and curriculum systems
13. Assist with completion of required state collections and improvement plans
14. Monitors assessment practices across the district for students with special needs
15. Provides leadership in the selection and implementation of evidence-based intervention curricula
16. Keeps informed of all legal requirements governing student services
17. Works collaboratively to select and implement district initiatives
18. Communicates effectively with district staff and stakeholders
19. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Supervises some employees in the Student Services Department. Carries out supervisory responsibilities in accordance with the

organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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 functions.

EDUCATION / EXPERIENCE: Oregon administrative endorsement required. Five plus years of experience in special education. Deep knowledge of evidence based practices and systems.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with Special Education endorsement, full approval in at least 1 area of special education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Must be able to transport between school buildings, districts and cities.

Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education.

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

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. The employee continuously is interacting with the public, staff and students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date