**Job Title**: Special Education Coordinator

**Summary**: The Special Education Coordinator provides leadership to the Special Education Division to supervise, monitor, and coordinate curriculum, instruction, staff supervision, personnel evaluation, and other duties as assigned by the Director of Special Education.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Teaches such classes as may be assigned by the Director of Special Education.
* Assists the Principal and Director and leads all departmental staff in the assessment of the educational needs of students, the design of programs and strategies to meet such needs and the assessment of the effectiveness of such program designs.
* Works with the Director to coordinate and supervise certified and non-certified staff under his/her leadership in the evaluation of the current programs and in proposing revisions, deletions from, or additions to current programs.
* Assists the Principal and the Director in the selection, assignment, training and evaluation of all certified and non-certified staff members, including recommendations for retention or release from the staff member’s position.
* Along with the Director represent the Board in any disciplinary hearings conducted with a teacher or teachers within his/her division.
* Supervises instruction and supplemental services provided to students to improve instruction.
* Assists the Director with the development of the master schedule and the assignment of staff.
* Develops facilitation schedule for general education classes for other departments.
* Develops schedule for self-contained classes, and for all programs, supplemental classes for all three departments.
* Daily/Quarterly scheduling of Personal Care Assistants, and Program Assistants.
* Filling substitutions on a daily basis for staff absences for both certified and non-certified staff. These include professional meetings and illnesses.
* Assists with the orientation, mentoring and staff development programs to meet state and federal guidelines for delivery of services for Special Education students, including reevaluations, individual needs assessment, and individualized educational plans.
* Compliance monitoring of paperwork and regulations to meet the needs of students and represent the districts interests.
* Serves as liaison within his/her team, and other teams, and general education divisions and entities in school. Serves as liaison with itinerant staff, general education departments, outside community agencies and other wrap around service providers.
* Serves as a member of the Principal’s Advisory Council.
* Provides input into selection and purchase of supplementary instructional materials required to meet the unique curricular needs of our students.
* Provide ongoing in-service training for mandated changes within the special education laws (i.e. IEP’s.)
* Serves as a liaison to provide for smooth transition of services with feeder districts.
* Works with special education students and 504 students to provide alternate assessment and accommodations
  + Requesting special testing from state and local testing entities, gathering and providing accurate documentation
  + Scheduling students and staff according to accommodations
  + In servicing staff to meet accommodation needs, according to standardized instructions
  + Monitoring of materials for test security
  + Accommodating schedules of students who are not being tested
  + Coordinating out of district students
* Coordinating final exam schedules and alternate schedules for all students within the department.
* Assists with the selection, supervision and evaluation of student teachers. Organization of pre-clinical visitation hours.
* Provides leadership for building wide initiatives or emphasis assigned by Principal.
* Provide supervision of FACT form reporting to be entered by clerical staff.
* Case management as assigned based on teaching load, including students transitioning back from private placement.
* Liaison with the Dean’s office for discipline issues.
* Coordinates the rewards program for weekly incentives and savings plan for students. Staffing reports for point program for attendance, behavior and instructional success.
* Works with Guidance for coordination of schedules for students, facilitation for general education classes, self-contained classes and advisory.
* Coordinates and supervises special education summer school program (staffing, transportation, etc.)
* Supervises and evaluates itinerant staff and provides recommendations to the Director of Special Education for retention or removal.
* Coordinates and conducts team meetings.
* Provides supervision of Medicaid reimbursement monthly staff reporting for student attendance.
* Provides lunchroom supervision and extracurricular event supervision.
* Works with Director of Special Education to select certified and non-certified staff.

**Supervisory Responsibilities**: Supervises certified staff members (Teachers) and non-certified staff members (Program Assistants & Personal Care Assistants)

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate
* ISBE Secondary or Special Teaching Certificate with LBSI Endorsement
* Previous administrative experience preferred

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | O | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: Teacher work year plus 10 summer days at per diem rate (if grant funding exists to cover the per diem days)

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Special Education

**Classification**: \_X\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_X\_ Exempt from overtime under the Fair Labor Standards Act