

Coordinator of Special Education

Reports to: Assistant Superintendent

Qualifications

Education: Masters Degree.

Certification: Missouri Special Education Administration certificate, preferred.
Certificate in at least one (1) area of special education and elementary or secondary education.

Experience: Five (5) years of successful teaching experience, special education and classroom. Three (3) years of administrative or supervisory experience. Knowledge and understanding of the Individuals with Disabilities Education Act (IDEA) and Chapter 162. RSMo.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Ability to supervise and evaluate teachers of students with disabilities. Knowledge of curriculum, instruction, and evaluation pertaining to students with disabilities. Familiarity with special education programming, related laws, federal programs, and federal guidelines. Possess positive character traits that are student centered. Possess ability to interact and communicate effectively with others.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Oversee the special education program for students with disabilities, ages 3-21.
2. Assure requirements, policy, district-wide programming, required compliance, documentation, and fund accounting set by HB 474, IDEA, and 504 are met.
3. Coordinate special education services, including the individualized education plan (IEP), staffings, evaluation, identification, and programming of students with disabilities. Collaborate with principals when students with disabilities are involved in discipline issues.
4. Oversee budget requests and expenditures pertinent to special education.
5. Act as a resource for teachers, parents, and administrators.

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6. Collaborate with principals to review the special education teaching stations required district-wide/building, assure caseloads are within the required guidelines, advise principals regarding special education teacher evaluations, and participate in applicant screenings/interviews.
7. Verify tuition charges for resident students with disabilities educated in/out of-district in special schools.
8. Serve as a liaison to private schools and state schools for students with disabilities.
9. Interview, recommend, coordinate, and supervise paraprofessionals.
10. Oversee and coordinate homebound instruction.
11. Develop a three-to-five-year plan to address the vision and needs of the special education program.
12. Prepare and present program evaluation reports to the Board of Education.

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 essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

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

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Coordinator will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

12 months

Type of Position

Exempt

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As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.