

Special Education Process Coordinator

Reports to: Coordinator of Special Education

Qualifications

Education: Masters Degree.

Certification: Valid Missouri Certificate in one or more areas of Special

Experience: Two (2) years teaching experience.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. 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.

Functions

1. Process transfer records.
2. Process all building referrals.
3. Oversee assessment process, ECSE – 12th grade.
4. LEA, as designed.

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

An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

Attendance

Consistent and regular attendance is an essential function of this position.

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 individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Coordinator of Special Education. The Process Coordinator will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Coordinator of Special Education.

Length of Contract

183 + days

Type of Position

Exempt

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.