

**WESTERVILLE CITY SCHOOLS
CERTIFICATED PERSONNEL
JOB DESCRIPTION**

JOB TITLE: COORDINATOR OF SPECIAL EDUCATION SERVICES

WORK SCHEDULE: Eleven month

DESCRIPTION:

1. Show evidence of skills in administrative organization and interpersonal communication skill, both written and oral.
2. Demonstrate ability to work collaboratively with children and adults.
3. Demonstrate ability to function independently and as a cooperative team member with personnel at all levels.
4. Possess a positive work record coupled with a desire to excel
5. Demonstrate personal dedication to quality performance in areas of assigned responsibility
6. Support the district mission, vision, and continuous improvement plan.
7. Demonstrate ability to handle confidential information discretely and professionally.
8. Demonstrate ability to use discretion and exercise sound judgment.
9. Demonstrate skill in the use of technology and computer applications.
10. Demonstrate knowledge of current special education law and best practices for the education of children with disabilities.
11. Demonstrate knowledge of disability conditions, progress monitoring techniques and research-based interventions.
12. Demonstrate leadership qualities and personal characteristics necessary for working effectively with general education personnel, special education personnel and parents to plan for and implement change as defined by State and Federal regulation and guidelines.
13. Hold a Master's degree in special education or a related area.
14. Hold a valid Administrative License
15. Has previous supervisory or administrative experience in special education.

RESPONSIBLE TO: Executive Director of Pupil Services/Special Education

GENERAL DUTIES:

1. Provide leadership and assist the school district in the delivery of appropriate special educational services to students and support to parents and staff.
Assist district and building staff with the implementation of research-based practices that will assist all students in accessing and progressing in the general curriculum.
2. Provide oversight and support to maintain compliance with special education timelines.
3. Implement efficient data-management strategies and complete periodic reviews of compliance data for accurate EMIS reporting.
4. Serve as the district representative for in and out-of-district IEP/MFE conferences as assigned.
5. All other duties as assigned by the Executive Director.

SPECIFIC DUTIES:

1. Assist teachers in designing and implementing classroom management and instructional strategies that enhance and increase student learning.
2. Assist teachers in developing compliant, appropriate, measurable and collaborative IEP's based on content standards and periodic data collection.

3. Provide district and building staff with the consultation and assistance needed to assure continuity between assessment data, the IEP, instruction and intervention.
4. Provide information and explanation to building and district administrators regarding State and Federal laws, recommended practice, district policies and procedures, high expectations for all students and other topics related to special education essential for the delivery of services to students with disabilities.
5. Support the participation of students with disabilities in the general education curriculum and general education settings.
6. Ensure compliance with federal, state and district procedures governing special education eligibility and procedural safeguards.
7. Collect, organize and present data to support the development of and recommendation for new programs, staffing increases and equipment and supplies.
8. Help school district personnel evaluate the effectiveness of special education and related services through data collection and review.
9. Coordinate, participate in and provide professional development for staff. Remain knowledgeable about policy/practice changes, new programs, current best practices, and other pertinent information regarding special education and general education.
10. Assist in the development of brochures, web announcements, press releases and other written information to increase parent and community communication and awareness about special education services and program.
11. Participate in District Administrator Meetings as a collaborative team member, supporting district growth and individual performance-based initiatives.
12. Assist building and district administrators with completion of observations for staff evaluations.
13. Annually establish individual Performance Expectations that are aligned to the district's priority goals, and maintain data to illustrate progress.