



Job Title: Special Education Area Coordinator

Department: Special Education
Reports To: Director of Special Education
Grade: EG-05
Number of Days: 12 Months
Overtime Status: Exempt
Current Date: August 8, 2016

Job Objectives: The Special Education Area Coordinator is responsible for the implementation of district policies and procedures in compliance with IDEA indicators from the Department of Special Education and Student Services. This coordinator will assist principals and school leadership teams in the identification and development of sound instructional strategies designed to increase the educational performance of students on IEPs in order that they may be college and career ready.

Minimum Qualifications:

- Master's Degree.
- Oklahoma certification in an area of special education and administrative certification.
- Five years minimum teaching/administrative experience in Special Education.
- Ability to work in a cooperative environment, build team relationships, self-manage time and possess knowledge of District mission, vision and goals.
- Be supportive of systemic improvement initiatives and provide models for performance outcomes.
- Reliable source of transportation during work hours.
- Must be accessible by phone and/or email throughout the work day.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Is capable of working with multiple stakeholders in a complex system.
- Maintains a positive working relationship with every stakeholder.
- Communicates effectively orally and in writing.
- Oversees and manages all legal issues/cases/due-processes in order to protect the district from litigation.
- Monitors school site level and individual student data to drive training and recommendations that will ensure FAPE.
- Collaborates with school site teams to determine appropriate placements and least restrictive environments for students with special needs.
- Establishes a plan to improve each assigned school's rate of IDEA compliance.
- Utilizes advanced mediation and critical conversation skills necessary in order to resolve teacher and parent concerns in an efficient and effective manner.
- Promotes an environment where special education personnel are actively visible and accessible to site administration, faculty, and staff.
- Monitors the performance of the school team in delivering quality services to students with disabilities.

- Advocates for the needs of students with disabilities at all times in a professional and appropriate manner.
- Responsible for the monitoring of instructional and support services provided within assigned schools to ensure they are of the highest quality and provided in accordance with IEP's.
- Serves as a resource to district administrators/leadership and schools in the development of a full continuum of special education services in order to meet the needs of all students.
- Communicates, collaborates and coordinates to ensure that timelines are adhered to in the identification and IEP development process of eligible students.
- Uses organizational strategies to build a comprehensive approach for special services at each school site.
- Monitors school assigned allocations to ensure appropriate and efficient use of all assigned resources.
- Communicates frequently with the director regarding concerns and issues at the assigned schools.
- Serves as a liaison between schools, administrators, parents, and community stakeholders to connect services with the needs of students.
- Manages area coordinator's budget to provide necessary materials for special education classrooms.
- Supports the principal in the achievement of district initiatives.
- Collaborates with principals and school leadership teams to advance district initiatives, K-12.
- Designs and implements professional training modules for school staff.
- Provides leadership to school staff on school improvement practices.
- Implements training for teachers on district initiatives including best practices in school improvement and implementation/compliance with IDEA requirements.
- Collaborates on curriculum development centered on the district school improvement initiatives.
- Collaborates on curriculum mapping and development of embedded strategies for differentiated instruction for special needs students.
- Facilitates the implementation of researched-based instructional practices.
- Utilizes and promotes technology at the district and site levels.
- Other duties as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

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Supervisory Responsibility:

- Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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