



Job Description

Job Title: Special Education Area Coordinator

Reports to: Assistant Superintendent of Special Education and Student Services
Department: Special Education and Student Services
Number of Days: 200
Compensation: EL 1
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Responsible for the implementation of district policies and procedures from the Department of Special Education and Student Services, Assist school teams in the identification and development of sound instructional strategies designed to increase the educational performance of students on IEPs so that schools may meet AYP, Assist school teams to achieve stated district goals as we progress toward meeting the Annual Oklahoma Performance Indicators for Special Education. Work with assigned department chairs and lead teachers to assist them in maintaining compliance with IDEA indicators at the 97% level or higher. Assist the Director of Special Education in the completion of IDEA Due process proceeding and related duties.

Qualifications/Job Requirements:

Education:

- Masters Degree in Special Education

Specialized Knowledge, Licenses, etc:

- Must possess an administrative endorsement as a principal in the state of Oklahoma.
- Must have completed stated training for evaluation of certified and support personnel.
- Must possess at a minimum a mild/moderate special education teaching endorsement.

Experience:

- 3 years successful special education teaching experience.
- Preference of administrative experience in special education and or general education is desired but not required.

Specific Training/Skills:

- Must be able to demonstrate an understanding of the legal requirements of an IEP and the MEETS process as outlined in Oklahoma.
- Must have a working knowledge of IDEA 2004
- Must be proficient in the use of a computer, data bases , excel, word etc.
- Excellent written and oral presentation skills required.
- Must be skilled in conflict management.
- Must be able to work in a high stress environment while implementing change routinely.

Physical Requirements (If Applicable):

- Must be able to complete training in the MANDT Training which requires ability to demonstrate models of physical restraining.

Other:

- Possession of Oklahoma certification in the areas of vision, deaf highly desirable.
- Proficiency in Spanish translation oral and written highly desirable

Scope of Authority (If Applicable):

- In partnership with the principal assist in the annual performance evaluation of school psychologist and speech therapist assigned to area

Customer Contacts:

- **Internal:** Principals, special education teachers, paras, parents of students with disabilities, support staff.
- **External:** Community service agencies, state and local department of human services, mental health agencies and private school providers

Duties and Responsibilities:

- Responsible for the monitoring of Instructional and Support services provided within assigned school to ensure that they are of the highest quality and provided in accordance with IEPs.
- Responsible for working directly with principal(s) of buildings to increase the quality of services provided to students with disabilities when said services are not of the highest quality.
- Responsible for the monitoring of staff utilization for the provision of special education services within assigned buildings to ensure that allocated resources are being fully used as allocated.
- Responsible for ensuring that assigned schools exceed the 97% compliance rate as determined by the Department in adherence to IDEA requirements
- Clearly establish a plan for improvement for each school that cannot maintain a 97% compliance rate of higher within assigned area.
- Be highly visible within each of assigned schools on a monthly basis so that you may have first hand knowledge of the performance of the team in delivering quality services.
- Responsible for resolving parent complaints' in an efficient and effective manner
- Serve as a member of the Assistant Superintendent Leadership Team and attend required meetings when called.
- Maintain positive working relationships with community agencies.
- Advocate for the needs of students with disabilities at all times in a professional and appropriate manner.
- Participate in the delivery of staff development projects and responsibilities as assigned.
- Communicate frequently and directly with the area superintendent regarding potential problems or issues which require immediate attention in a proactive manner.
- Responsible for assisting the department administration prepare for and participate in a due process hearing filed by patron within assigned area or upon assignment by the department administration.
- Responsible for monitoring the completion of the OAAP portfolio assessment of students in assigned area.
- Other duties as assigned