



## Job Descriptions - Human Resources Department

Position:	Special Education Coordinator - Campus		
Department/Campus:	Campus	Reports to:	Principal
FLSA Status:	Exempt	Role/ Salary Band:	Band 5
Job Type	Full Time	Work Hours	Normal School hours

JOB GOAL
Assists teachers in the instruction of eligible students with special needs as assigned by the Admission, Review and Dismissal Committee within the special education program and curriculum guidelines.

### POSITION QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year educational institution
- Valid Texas teaching certificate with required special education endorsement
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation

### DUTIES AND RESPONSIBILITIES:

- Train certified teachers of special population, general education teachers and other staff and ensure they understand and comply with confidentiality of students in accordance with both state and federal laws.
- Participate in professional development activities and staff meetings as required or assigned
- Assist school administration in scheduling classes for SPED instruction.
- Assist in the planning and implementation of staff development and in-service programs pertaining to special education.
- Monitor SPED/504 students' academic progress that is reflected in the formative and summative evaluations to ensure students meet desired educational goals and use assessment results to coordinate SPED instruction and schedule.
- Compile, maintain, submit and file all physical and computerized reports, records, and other documents required by the district, state and federal laws.
- Ensure SPED classroom(s) and/or instructional environment is safe, organized and conducive to learning, with accessibility to all students.
- Establish and maintain communication, both written and oral, with parents, students, principals, and teachers to keep them informed of student progress.
- Collaborate with district personnel, Region service centers, and other professionals to carry out school wide instructional or related activities for SPED/504 students and their parents to better educate them on SPED/504 services and programs.
- Collaborate with general education teachers to ensure SPED/504 student's instructional needs are being met.
- Advocate for SPED/504 students to ensure they have an equitable educational opportunity.
- Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.
- Provide SPED instruction if assigned. If the coordinator has teaching role, comply with the position description of SPED teacher.
- Support general education/special education teachers and administrators in implementation of appropriate strategies to meet the needs of students with disabilities.

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- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time
- Ensure implementation of instructional program which utilizes knowledge of learning styles and modalities and correlate Individuals Education Plans with regular program curriculum guides.
- Ensure timely dissemination of modifications, accommodations and IEPs to the related teachers and personnel and keeps related documentation
- Plan, develop, implement, and administer programs and services to meet identified needs, including development and implementation of new programs and services
- Plan, prepare, and facilitate ARD meetings, and serve as a member of the Admission, Review and Dismissal/Individual Educational Plan Committee.
- Participate in placement decisions based on educational, sociological and physiological data presented to the committee.
- Assist regular school personnel in providing an appropriate educational environment for mainstreamed students.
- Establish new objectives based on the findings of the evaluation team to be presented as recommendations to the ARD Committee.
- Redesign curriculum to suit new objectives.
- Suggest alternative teaching methods
- Assess relation between student performance and handicapping condition.
- Identify the need for remedial or tutorial assistance to students.
- Utilize the special education staff and coordinate input to meet the needs of each special education child.
- Maintain confidential records of assigned students and complete reports and other evaluations.
- Create and maintain Special Education documentation as required by federal, state and district regulations
- Describe what persons in this position actually do, not what they might hypothetically have to do in rare occasions.

### SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to organize special programs for assigned campus.
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills

### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require the occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.