

TITLE: Special Education Building Coordinator

QUALIFICATIONS:

1. Minimum of Bachelors Degree in related field.
2. Certified in the area of Special Education/Education.
3. Other qualifications as may be deemed essential for Successful performance in the position.
4. Working toward or endorsed in Special Education Administration

REPORTS TO: Special Education Director with input from the Building Principal

SUPERVISES: Special Education Department

JOB GOAL: To develop and implement all required policies and procedures to assure that Students are receiving a free and appropriate education as required by law, and to work towards meeting the standards of current best practices in special education.

PERFORMANCE RESPONSIBILITIES:

1. Serve as a liaison between the Special Education Director and the special education staff.
2. Coordinate referrals
 - a. Start a confidential file on any student referred to the Special Education Department.
 - b. Process referrals
 - c. Schedule referral meetings (or assign this job to an appropriate case manager).
 - d. Provide the parent of any student referred with formal written notice of the disposition of the referral.
3. Coordinate and chair all staffing meetings for students in that building.
4. Serve as Local Education Agency (LEA) Representative at all team meetings regarding students in that building unless the Director is also in attendance, in which case, the LEA functions will be assumed by the Director.
5. Process all evaluation requests; notify the Special Education Director of any evaluations that are likely to not be completed by the deadline and for which the parents have not given written consent to an extension.
6. Ascertain that all necessary paperwork has been completed by the case managers, has been properly organized, and that needed signatures have been obtained prior to being filed.
7. Send all SPEDIS/NHSES information and copy of all IEPs to the SAU.

8. Assist in mentoring when necessary the Special Education staff.
 - a. Assist staff in developing skills and attitudes needed to work as a member of a team
 - b. Observe Professional and Paraprofessional Special Education Staff
 - c. Provide in-service training
 - d. Assist staff in locating needed training outside of the district
 - e. Clearly convey expectations
9. Hold regularly scheduled department meetings to convey information and answer questions.
10. Insure that parents of potentially disabled students who refuse permission to undertake any phase of the diagnostic-prescriptive delivery process, have been fully informed of their rights, the possible implications of their decision of the future of their child.
11. Assist case managers in maintaining records on special education students in an appropriate manner, consistent with local, state and federal requirements.
12. Inform the Special Education Director regarding the need for surrogate parents as appropriate.
13. Meet regularly with the Special Education Director and Building Principal to keep up to date with current guidelines and standards.
14. Organize purchase orders and staff requests, and forward to appropriate administrator.
15. Perform other such duties as may reasonably be assigned by the Director and Principal.

TERMS OF EMPLOYMENT: 220 days with salary and other terms and conditions of employment as governed by the School Board.

EVALUATION: Performance in this position will be evaluated by the Special Education Director with input from the Building Principal

Adopted: October 4, 2001

Reviewed: December 5, 2002

DRAFT REVISION: September 25, 2006

October 20, 2006

October 30, 2006