

School Administrative Unit #33
Job Description

TITLE: Special Education Coordinator

REPORTS TO: Special Education Director and Building Principal

EVALUATION: Performance of this job will be evaluated on a yearly basis by the Special Education Director in consultation with the School Principal.

SUPERVISES: Special Education Teachers, Special Education Para Educators & Contracted Services Providers at the school level.

GENERAL SUMMARY: To provide leadership in developing and maintaining student services and special education across the school. To facilitate all aspects of the special education process in the school so that the building level special education programs meet the educational needs of all students with educational disabilities

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Master's Degree in Special Education or a closely related field
- Certification as a Special Education Administrator in the State of New Hampshire
- Five years of experience as a special education teacher and case manager.
- Demonstrated capacity for leadership, outstanding interpersonal skills
- Excellent oral and written skills are essential.
- Must also demonstrate a strong understanding of federal and NH special education laws and regulations.

ESSENTIAL JOB FUNCTIONS:

- Review IEP's and oversee the effective implementation and coordination of the special education process for all students
- Develop agendas for monthly/weekly department meetings and facilitate training of special services staff; conduct department meetings and develop training programs
- Work collaboratively with IEP teams to make appropriate decisions for students, and resolve conflicts
- Coordinate all aspects of special education programming for the School as directed by the principal and Director of Student Services
- Attend all SAU level administrative and training sessions held by Special Services Department; assist with training student services employees as required
- Work with administration on hiring, retaining and scheduling case managers and paras
- Work with Director of Student Services to coordinate NH Alternative Portfolios
- Collaborate with principal to supervise and evaluate special education staff

- Serve as Local Education Agency Representative for Special Education meetings
- Oversee the proper maintenance of special education files and records
- Ensure that special education and related services at the school are planned, delivered and evaluated appropriately within required timelines and parameters in accord with to special education laws
- Employee is part of the Administrative team and will support students in need of crisis management

OTHER DUTIES AND RESPONSIBILITIES:

- Other duties to be assigned by the Special Education Director and Principals

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	<u>O</u>	F	C
Lift 11 to 25 lb.	N	R	<u>O</u>	F	C
Lift 26 to 50 lb.	N	R	<u>O</u>	F	C
Lift over 50 lb.	N	R	<u>O</u>	F	C
Carry up to 10 lb.	N	R	<u>O</u>	F	C
Carry 11 to 25 lb.	N	R	<u>O</u>	F	C
Carry 26 to 50 lb.	N	R	<u>O</u>	F	C
Carry over 50 lb.	N	R	<u>O</u>	F	C

Twisting	N	R	<u>O</u>	F	C
Bending	N	R	<u>O</u>	F	C
Crawling	N	<u>R</u>	<u>O</u>	F	C
Squatting	N	R	<u>O</u>	F	C
Kneeling	N	R	<u>O</u>	F	C
Crouching	N	R	<u>O</u>	F	C
Climbing	N	<u>R</u>	<u>O</u>	F	C
Balancing	N	<u>R</u>	<u>O</u>	F	C

Work Surface(s)

Reach above shoulder height	N	R	<u>O</u>	F	C
Reach at shoulder height	N	R	<u>O</u>	F	C
Reach below shoulder height	N	R	<u>O</u>	F	C
Push/Pull	N	R	<u>O</u>	F	C

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	<u>F</u>	C
Handling	N	R	O	<u>F</u>	C
Torquing	N	R	<u>O</u>	F	C
Fingering	N	R	O	<u>F</u>	C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

Cognitive And Sensory Requirements:

- Talking: Necessary for communicating with others
- Hearing: Necessary for receiving instructions and queries
- Sight: Necessary for doing job effectively and correctly
- Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures: May be exposed to cleaning fluids, copier toner, occasional exposure to bodily fluid. Employees are required to use universal precautions to prevent exposure to bloodborne pathogens.

Other Items to consider

Environment: Inside: %95 Outside: %5

Work Surfaces: carpet and tile floors, chair and standard desk

Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt- 220 days per school year

Adopted: November 20, 2019

Revised:

Revised: