

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COORDINATOR OF SPECIAL EDUCATION** **File 113**

Reports to: Director of Special Education

Job Objectives: Administers the district's special education programs. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the director of special education informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize community support for special education programs and student assimilation activities.

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.

- Directs the delivery and continuous improvement of special education programs to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Participates as an active member of the district's management team.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Oversees the delivery of a continuum of special education services (e.g., student records, testing, speech/language pathology, physical and occupational therapy, orientation/mobility, visual/hearing, special needs transportation, etc.).
- Administers the board-approved budget for assigned areas of responsibility. Ensures that collection/dispersal procedures are properly documented.
- Administers supplemental service contracts.
- Manages the Community Alternative Funding System (CAFS).
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Complies with state model policies and procedures for the education of students identified as having a disability.
- Monitors education laws, rules, and regulations. Develops and/or updates administrative procedures to comply with legal mandates.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in

appropriate peer group activities.

- Serves as a liaison and information resource for special education programs.
- Supports a full range of educational options. Coordinates placement procedures. Works with intervention assistance teams (IAT). Participates in parent conferences.
- Ensures that services are provided in the least restrictive educational environment.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Participates in hearing/grievance processes (e.g., ADA, Section 504, Title IX, etc.).
- Monitors student graduation requirements. Assigns Carnegie Units.
- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Upholds applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Coordinates the “child find” and preschool/kindergarten screening programs.
- Serves as the home schooling officer and liaison to chartered non-public schools.
- Oversees Title VI-B program applications and reporting requirements.
- Helps the treasurer prepare financial data (e.g., invoices for excess cost, tuition payments, foundation calculations and deductions, expenditure reports, etc.).
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

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

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the director of special education: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

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

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.