

## **Job Title: Special Education Coordinator (School Level)**

**POSITION SUMMARY:** The job of Special Education Coordinator was established for the purpose(s) of assisting Special Education teachers and other instructional staff in developing strategies, skills, tools, techniques, capacity, and compliance practices to effectively teach all students and ensure adherence to district, state, and federal requirements.

### **ESSENTIAL FUNCTIONS:**

- The Coordinator is responsible for all special education students placed on consultation.
  - Checks on each student's progress twice every four weeks
  - Offers remedial suggestions and materials to the regular ed. teachers when needed
  - Documents each consultation
  
- Coordinators manage and coordinate all special education conferences held in their assigned schools, including: All general parent or teacher conferences (sp. ed.), E-Team and M-Team conferences.
  - Schedules all conferences
  - Notifies parents and appropriate school personnel in advance
  - Makes sure all correct forms are completed at each conference
  - Completes each form correctly
  - Exhibits professional behaviors during all conferences, such as:
    - communicates clearly
    - organizes conference effectively
    - respects opinions and suggestions of family and other school personnel
    - outlines recommendations
    - communicates outcome of conference to appropriate personnel (teachers not able to attend, administrators, etc.)
  
- The coordinator manages all special education records in assigned school.
  - Makes sure all required forms are correctly updated, completed, and present in each file
  - Makes sure that all materials are systematically placed in each file
  - Maintains a file for all inactive special education students
  
- The coordinator serves as a liaison between families of special education students and teachers.
  - Notifies families of scheduled conferences
  - Notifies families of any changes in child's special education program
  - Explains parent rights to families of special education students
  - Communicates family concerns with teachers and teacher concerns with families
  
- The coordinator manages all special education materials and supplies in the assigned school building.

- The coordinator assists other special education teachers within the assigned school.
  - Assists with scheduling resource and self-contained classes at beginning of school year
  - Assists with any scheduling problems that arise during the school year
  - Offers instructional suggestions to other special education teachers (including behavior management strategies)
  - Acts as a liaison between special education teachers and administration and/or regular education teachers
  
- The coordinator serves as a liaison between other schools in the county.
  - Shares ideas and materials
  - Assists with transfer students between schools
  
- The coordinator oversees that their assigned school conforms with compliance requirements of Tennessee Rules, Regulations, and Minimum Standards and Public Law 94-142.
  - Maintains confidentiality of student records
  - Follows established guidelines as outlined in the special education Administrative Policies/Procedures Manual
  - Follows special education code of ethics and standards as adopted by the CEC Delegate Assembly, April 1983
  - Keeps abreast of changes in regulations and communicates them to other school personnel
  - Reviews disciplinary action report on a regular basis with school administration
  
- The coordinator manages others assigned teaching duties.
  - Begins reevaluation process in coordination with the school psychologist
  - Participates in S-Team conferences as requested by the S-Team coordinator
  - Coordinates prevocational/vocational assessments
  - Teaches classes, such as gifted, social skills, etc. as needed
  
- The coordinator demonstrates professional leadership.
  - Assists in curriculum development
  - Assists in county-wide organizational systems
  - Conducts in-service training programs
  - Volunteers to supervise after-school functions, such as enrichment classes, clubs, organizations, weekend field trips, Special Olympics, etc.
  - Takes college courses and/or attends professional conferences to increase professional competencies

**QUALIFICATIONS:**

**Minimum experience:** Experience teaching within the field of special education.

**Minimum education:** Bachelor's degree in special education or related field is required.

**WORK CONDITIONS:**

Normal working environment.

200-day contract.

Reports to School Administration, Director of Special Education, and Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

**GENERAL REQUIREMENTS:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.