



CORNERSTONE
1611 Ames Avenue | St. Paul, MN 55106
651-774-5000 Phone
651-209-0846 Fax

CORNERSTONE MONTESSORI ELEMENTARY SCHOOL

JOB DESCRIPTION

Title: Special Education Coordinator

Reports To: Head of School

FLSA Status: Exempt

Summary

Under the supervision of the Head of School and guidance of Special Education Director, the Special Education Coordinator is responsible for coordinating, leading and monitoring the activities of the Special Education department.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of personnel assigned to this type of position. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by those holding this type of position.

Essential Duties and Responsibilities

- Program Coordination:
 - Monitors and collaborates with special education staff and district/building administrators in developing and adjusting programming for special education students to ensure a safe and educational environment.
 - Collaborates and assists the Director of Special Education in the supervision, coordination, evaluation and daily accountability of special education and related services personnel.
 - Provides a comprehensive system for staff development to assure compliance with special education laws, rules and to improve skills in research-based practices.
 - Collaborates with the Head of School and Special Education Teachers to onboard and support paraprofessionals.
 - Collaborates with Head of School and Director in evaluating and supervising various departmental staff.
 - Plans and implements professional development opportunities for all staff related special education program needs.
 - Supports program administration and compliance.
 - Keeps special education documents, including Total Special Education Systems manual and Restrictive Procedures Plan, up to date.
 - Manages fiscal processes such as:
 - Procurements of equipment and supplies
 - Maintaining equipment and assessment inventory
 - Student acknowledgements
 - Third Party Billing
 - PARS / Semi-annual Certifications
 - Maintains schedules for related service providers.
- Collaboration:
 - Communicates changes in due process requirements and provides special education staff

- support in completing due process documentation and paperwork.
- Develops procedures for the dissemination of due process related information regarding student needs, accommodations, modifications, and health related conditions.
- Leads and schedules IEP meetings. Performs such duties as:
 - Resolves, mediates and addresses complaints or concerns pertaining to due process/hearings or related issues.
 - Advises, consults with and interprets special education requirements, rules, expectations or responsibilities to staff, administrators, parents and others.
- Facilitates, leads or participates in various parent meetings to present program options to families.
- Acts as a liaison for the child find process.
- Organizes and oversees the district's extended school year program.
- Coordinate the implementation of a Special Education Advisory Council.
- Other duties as assigned.

Qualifications

- A valid Minnesota Special Education Teaching License
- 3 - 5 years of teaching experience preferred
- Familiarity with Montessori pedagogy
- Essential knowledge and specialized subject knowledge required to perform the essential functions of the job.
- Ability to multitask, maintain confidentiality, and work in collaboration with others.
- Physical requirements associated with the position can be best summarized as follows:
 - Ability to occasionally lift, carry, push, pull or otherwise move objects, up to 50 pounds, including the human body.
- Hazardous Working Conditions
 - Duties are generally performed in a typical classroom and/or resource room settings where there may be some environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact, verbal outbursts, physical aggression, exposure to body fluids and the like.

Salary and Schedule

This is a full-time position (1.0 FTE). The salary range for this position is \$55,000-\$65,000 and is commensurate with experience. Benefits include health insurance, dental and vision insurance, short/long term disability insurance and retirement contribution.

Non-discrimination Notice

Cornerstone Montessori Elementary School does not discriminate in employment or in any of its programs and activities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local human rights commission, disability, sexual orientation, age or genetic information.

To Apply

Please send resume and cover letter to Alyssa Schwartz, Head of School, at alyssaschwartz@cornerstone-elementary.org.