D-6-1-14

BEMIDJI AREA SCHOOLS POSITION JOB DESCRIPTION

POSITION TITLE	Special	Education Coordinator	ORIGINATION DATE	May 2019
IMMEDIATE SUPERV	ISOR	Director of Special Education	LAST REVISION DATE	May 2019

Director of Special Education SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY

Ensures district compliance with State and Federal law, rules, regulations, and research-based best practices in the provision of special education and related services for students with disabilities and their families. The Special Education Coordinator collaborates with a variety of constituents including teachers, building principals, professional staff, parent/guardian groups, community organizations, and public/private agencies in the provision of special education and related services.

BAND & GRADE

REGULAR ROUTINE DUTIES: List of things to accomplish in major job function		BAND/ GRADE	% OF TIME DW	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What you have to know to accomplish duty of function	PERFORMANCE STANDARDS: How will you know the job is done?
Note 1.00	e: List each major job function price Special Education Program Supervision/Coordination	or to listing	of routine	e duties, sł	Knowledge of:1. Applicable local, state, and federal rules,	
1.01	Assist in the provision of comprehensive special education services.	C4	D		regulations, policies, and laws.2. District accounting and purchasing procedures.3. District and state reporting procedures	1.01 Special education services are provided in all schools.
1.02	Collaborate in the planning, design, assessment, implementation, and monitoring of effective special education service delivery models and programs in meeting identified student	C4-D6			and requirements.4. State and federal monitoring and compliance review procedures.5. District policies and procedures	1.02 Compliance and strategic planning.
1.03	needs. Evaluate special education programs and curricula for the purpose of providing a Free and Appropriate Public Education (FAPE) to each	C4	W		 Ability to: Plan, organize, and delegate. Direct and supervise the activities of others. Meet established deadlines. 	1.03 Evaluations of programs have been completed and filed.
	eligible student.				 Communicate Build consensus. Mediate differences. 	

					PAGE <u>2</u> OF <u>5</u>
				NECESSARY SKILLS,	
REGULAR ROUTINE DUTIES:		% OF		KNOWLEDGE, ABILITIES: What	
List of things to accomplish in major	BAND/	TIME		you have to know to accomplish duty	PERFORMANCE STANDARDS:
job function	GRADE	DW	WC	of function	How will you know the job is done?
Note: List each major job function pr					now will you know the job is done.
	C4				1.04 Cools and phiastives are established and
1.04 Provide assistance in developing proposals, new programs or service delivery.	C4	D		 Maintain effective interpersonal relationships. Maintain accurate records. 	1.04 Goals and objectives are established and clearly communicated to staff.
1.05 Assist with ensuring the district	C4			9. Listen	1.05 Evidence exists that all programs are in
effectively and appropriately conducts Child Find, identification, and assessment/ evaluation, IEP/IFSP/504 Plan development and due process				 10. Conduct small and large group meetings. 11. Speak and write clearly and correctly. 12. Maintain consistent and reliable attendance. 	compliance with local, state, and federal regulations.
procedures including extended school year, secondary transition services, and related services such as OT/PT,				attenuance.	
Speech/Language, IEP based mental		D			
health, and special transportation.	~ ~ ~ ~				
1.06 Participate in IEP/IFSP, 504 Plans,	C4-D6				1.06 Meetings are attended in accordance to
and/or Child Study Teams as may be necessary in order to provide technical assistance or on legal and regulatory compliance in the IEP/IFSP, 504 Plans					directions established and program policies.
development process and provision of					
special education and related services					
including formal dispute resolution.					1.07 Meeting are attended in accordance to
1.07 Assist with manifestation and IAES determinations.	C4	D			directions established and program policies
1.08 Provide effective leadership for staff, administrators, special education teams, parents/guardians, interagency	D6				1.08 Evidence exists that all programs are supervised according to directions
personnel, and school community in general to ensure all students with					established.
disabilities are served appropriately to the extent they are able to demonstrate					
progress toward IEP/IFSP and 504 Plans goals/objectives and meet state		D			
academic guidelines.1.09 Facilitate meetings, processes, etc., for the purpose of developing,	C4				1.09 A monthly schedule of meetings is established and followed.
implementing, and maintaining appropriate special education services.		D			
1.10 Prepares written documents for the purpose of responding to inquiries,	C4				1.10 Accurate documentation is provided and delivered in a timely manner.

					PAGE <u>3</u> OF <u>5</u>
				NECESSARY SKILLS,	
REGULAR ROUTINE DUTIES:		% OF		KNOWLEDGE, ABILITIES: What	
List of things to accomplish in major	BAND/	TIME		you have to know to accomplish duty	PERFORMANCE STANDARDS:
job function	GRADE	DW	WC	of function	How will you know the job is done?
Note: List each major job function pri					, in the second s
conveying information, or		W			
memorializing meetings.					
1.11 Assist with presentation of	C4				1.11 Information is disseminated according
information on programs, services,					to directions established by the Director
regulations, etc., for the purpose of					of Special Education.
serving as a resource to parents, school		W			
personnel, or administration. 1.12 Conduct staff evaluations.					1.12 Evaluations are completed on assigned
1.12 Conduct start evaluations.					staff and filed at completion of the
		W			school year.
2.00 General Special Education Duties					
-					
2.01 Supervise and assist in the completion	C4	W			2.01 Reports are accurate and completed in a
of required state/federal reporting and					timely manner.
the monitoring/compliance process.2.02 Provide training to keep all staff up-to-	C4	D			2.02 Evidence exists that staff have received
2.02 Provide training to keep all staff up-to- date on IEP/IFSP due process and 504	C4	ע			accurate training information.
Plans procedures.					
2.03 Maintain a current understanding of	C4	D			2.03 Appropriate procedures and records are
state and federal rules and regulations					maintained.
and researched-based best practice.					
2.04 Oversee special education students	C4				2.04 Programs are in place to meet the
and the implementation of their		Л			identified needs of students described in
IEP/IFSP and/or 504 Plans in: inclusive, self-contained and pull-out		D			state and federal mandates.
settings.					2.05 Meetings with appropriate audience are
2.05 Ensure appropriate delivery of both	C4-D6				held at least monthly and a record of
special education instruction and		D			meetings is available upon request.
related services as stipulated on					
IEPs/IFSPs and/or 504 Plans.					2.06 Appropriate procedures and records are
2.06 Ensure compliance by the school with	D6	D			maintained.
all state and federal laws and					2.07 Complete evaluations on assigned staff
regulation. 2.07 Ensure services provided by	C4	D			2.07 Complete evaluations on assigned staff are on file at the completion of the
contractual personnel are effective and					school year.
consistent with contract requirements.					2.08 A record of workshops attended is
2.08 Effectively communicate to parents/	C4				available and how they affect our
guardians the special education		D			programming.
evaluation process.					

education team to ensure all documents are completed in a timely manner.Wa timely manner.2.11Coordinate with special education team to complete quarterly IEP progress reports.C4D2.12Maintain student files.B22.12 Student files are maintained accurately.2.13Provide training and technical assistance to case managers, teachers, related service providers, and support service providers on all aspects of case management, use of computer systems for the special education reviews, and parent communication.D2.14Ensure IEPs/IFSPs are developmentally appropriate.C4-D6 DD2.15Work to maintain school and LEA tracking and data systems that include: student information related to iEPs/IFSPs, services, service hours, evaluations, referrals, time lines.D						PAGE <u>4</u> UF <u>5</u>
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requirements concerning students with IEPs/IFSPs and 504 Plans and other required reports. 2.18 Facilitate workshops/meetings for C4 C4 C4		C4	ע			2.17 Paparts are provided to the Director or
IEPs/IFSPs and 504 Plans and other required reports. 2.18 Meetings/Workshops with appropriate staff are held and concerns regarding 2.18 Facilitate workshops/meetings for C4		C4				
required reports.2.18 Meetings/Workshops with appropriate staff are held and concerns regarding2.18 Facilitate workshops/meetings forC4						systems, concerns, and services.
2.18 Facilitate workshops/meetings for C4 staff are held and concerns regarding						2.18 Meetings/Workshops with appropriate
		C4				
			W			

						PAGE <u>5</u> OF <u>5</u>
					NECESSARY SKILLS,	
REC	JULAR ROUTINE DUTIES:		% OF		KNOWLEDGE, ABILITIES: What	
List	of things to accomplish in major	BAND/	TIME		you have to know to accomplish duty	PERFORMANCE STANDARDS:
job f	function	GRADE	DW	WC	of function	How will you know the job is done?
Note	e: List each major job function price	or to listing	of routine	e duties, sk	cills, and performance standards	
	for parents of student with special needs.					
3.00	Programs and Staffing					
3.01	Determine the type of programs needed to meet the needs of students described in state/federal mandates.	D6	D			3.01 Programs are in place to meet the identified needs of students.
3.02	Design programs to meet students' needs.	D6	D			3.02 Programs have been designed to meet students' needs.
3.03	Establish goals and objectives on which to evaluate programs.	D6	W			3.03 Goals and objectives are established for programs.
3.04	Evaluate programs.	C4-D6	W			3.04 Programs are evaluated annually.
3.05	Alter programs to better meet students' needs.	C4-D6	W			3.05 Changes have been made in programs to better accommodate students' needs.
3.06	Facilitate grade level transition process.	C4	W			3.06 Coordinate and attend transition rodeo events.
4.00	Other Duties as Assigned					
4.01	Serve on the following committees: SEAC, CTIC, CIMP, and Compliance.	D6	W			4.01 Attends all committee meetings.
4.02	Participate in TAT and Child Study process.	C4	D			4.02 Attends and contributes to TAT and Child Study process.
4.03	Coordinate MCA and MTAS assessments, TAT/Child Study, paraprofessional needs, schedules, and training.	C4	W			4.03 Accommodations for students' testing needs are completed and staff are trained in a timely manner.

MINIMUM QUALIFICATIONS: Must hold a valid Minnesota license as a Special Education Director