Middletown City School District
Job Description

Special Education Coordinator

EMIS Position Code 113

Qualifications

1. Baccalaureate degree in field of education.
2. Holds a valid Ohio Special Education Teacher's Certificate in at least one of the areas of students with disabilities.
3. Holds a valid educational administrative specialist, supervisor certificate, or Ohio Superintendent's Licensure.
4. Master's degree or higher in Educational Administration, Central Office Personnel
5. Supervisor or administrative experience preferred
6. Five years or more as Classroom Teacher in Special Education.
7. Acceptable BCII report and FBI report.
8. Ability to meet all job expectations and objectives.
9. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Supervises

Special Education teachers and related services personnel in conjunction with the Sr. Director of Student Services and the Building Principal.

Job Goals

1. To coordinate with District staff, parents, teachers, and administrators in order to ensure an effective special education program for District students.
2. To further the mission and vision of the school district.
3. To ensure compliance to established policies, procedures and/or regulations; and addressing other duties and processes required to maintain the districts' program of services.
4. To provide coordination and supervision to all special education programs in the school district and to ensure appropriate special education services to all students with disabilities.
5. To monitor and help ensure that student's IEP's are properly updated and in compliance with state and federal guidelines.

Reporting

Middletown City School District Superintendent/Designee, Sr. Director of Student Services

Performance Responsibilities

1. Collaborate with others (e.g. Superintendent, Senior Director of Student Services, teachers, building principals, other related services personnel, parent groups, community organizations, public agencies, etc.) for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements.
2. Coordinate all special education in-service, curriculum development, and program development.
3. Assist in the development of and implementation of local procedures and policies for identification, evaluation, and placement of students with disabilities.
4. Consult with district's Sr. Director of Student Services/general education staff for the purpose of maintaining existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.
5. Develop long and short range plans in relation to assigned administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of implementing regional special education programs/services and complying with local, state and federal regulations.
6. Develop proposals, new programs and grant opportunities for the purpose of ensuring compliance with local, state and federal regulations and meeting district goals.

Continued:

7. Direct the implementation of existing and new programs/services through a combination of delegation and personal involvement for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.
8. Facilitate meetings that may frequently involve a range of issues for the purpose of evaluating situations, identifying appropriate actions, developing recommendations and/or implementing desired program changes.
9. Administer and coordinate the PT, OT, school psychological services, speech and hearing services and other contract services for disabled children.
10. Coordinate, channel, schedule and review requests for intervention assistance and multifactored evaluations, including case status and progress to final disposition of the referral.
11. Assist with all local, state and federal reports relative to areas of special education and student services.
12. Responsible for reviewing cases pertaining to the alternative placement of pupils.
13. Attend IEP conferences and serve as the district representative. Work cooperatively with the IEP team in assessing pupil needs and learning deficiencies, and develop alternative solutions to remediate pupil learning and behavior problems.
14. Develop and maintain complete cumulative individual records of all children recommended to receive special education services or those enrolled in special education.
15. Maintain a working knowledge of the due dates for Multifactored Evaluations and Individualized Education Plans for all students with disabilities.
16. Initiate, coordinate and monitor educational reform and instruction for special education.
17. Recommend the approval of supplies, materials, and textbooks used by special education programs.
18. Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information.
19. Coordinate with staff to assure Individualized Education Plans are completed in an effective and timely manner.
20. Assist EMIS coordinator in compiling and maintaining necessary forms for accurate reporting of special education and assessment of children with disabilities.
21. Coordinate with guidance counselors and special education staff to schedule disabled students for required district and state assessments in compliance with IEP specifications.
22. Assist principals, guidance counselors and teachers in developing staff and student schedules that facilitate effective provision of a free and appropriate public education in the least restrictive environment for all students with disabilities.
23. Maintain an accurate and working knowledge of the mechanics of the educational programming for students with disabilities at the district, building and classroom levels.
24. Coordinate staff completion of necessary forms.
25. Coordinate and conduct monthly building level team meetings with parents/agency and staff contacts.
26. Schedule meetings and issue appropriate invitations.
27. Monitor students outside the district; facilitate multifactored evaluation teams and attend individualized education plan meetings.
28. Monitor daily classroom instructional responsibilities designated to assist with serving students with disabilities in inclusion settings as directed by the Sr. Director of Student Services.
29. Schedule and conduct, in coordination with district administrators, regularly scheduled meetings with district or building special education staff.
30. Maintain a working knowledge of current best practices related to special education topics.
31. Maintain a working list of the placement of paraprofessionals, related services personnel, and other contracted service personnel working for the district.
32. Coordinate with administrators in reviewing cases pertaining to discipline issues and alternative placement of students with disabilities.
33. Maintain an up to date weekly calendar for their own personal working placement shared with their department secretary and the Sr. Director of Student Services.
34. Manage assigned programs and/or services for the purpose of achieving outcomes in relation to program objectives, and ensuring conformance with legal, financial and districts' requirements.
35. Monitor a variety of administrative processes for the purpose of preparing reports, etc., authorizing financial transactions, ensuring compliance with local, state and federal regulations.
36. Monitor assigned program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are addressed, and services are efficiently provided within budgetary guideline and federal/state regulatory guidelines.

Performance Responsibilities

Continued:

37. Participate in a variety of meetings as required (e.g. district professional development, IEP meetings, workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
38. Prepare a wide variety of often complex materials (e.g. plans, funding requests, reports analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
39. Research information required to manage assignments (e.g. relevant policies, new federal and state statutory regulations, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with relevant federal and state requirements, securing general information and/or responding to requests.
40. Respond to inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or direction as may be required.
41. Respond to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
42. Serve as a resource to district personnel and as a liaison to various agencies (e.g. district committees, interagency boards) for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to special education.
43. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
44. Assist in arranging transportation of students with disabilities.
45. Uphold district policies and procedures.
46. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
47. Perform other duties as assigned by the Superintendent and Sr. Director of Student Services.

Other information associated with this position

Additional working conditions may include:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings and work assignments.
7. Additional/Extended service days may be required with the supervisor's and Board Approval.

Status: Exempt

Employment Status: 225-215 days

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to preform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

Revised: 2/15/2014