



Job Title:	Special Education Coordinator	Wage/Hour Status:	Exempt
Reports To:	Special Education Director	Pay Grade:	Professional 5
Dept. /School:	Special Education Department	Date Revised:	09/16/2011

Primary Purpose:

Coordinate the district program for students with disabilities. Collaborate with district and campus staff and outside personnel to provide educational opportunities for students with disabilities.

Qualifications:

Education/Certification:

Master's degree preferred
License/Certification in the State of Texas
Valid Texas teaching certificate in Special Education or commensurate appropriate experience as a Principal or mid-management certification preferred.

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program
Ability to interpret data
Knowledge of strategies and materials for the education of students with disabilities
Knowledge of special education law, processes, and services
Strong knowledge of curriculum, instruction, and statewide assessment
Strong organizational, communication, and interpersonal skills

Experience:

Minimum 5 years experience as a special education/general education teacher or service provider
3 years experience with Texas Assessment programs
Administrative/Supervisory experience preferred

Major Responsibilities and Duties:

Program Management:

1. Implement procedures and coordinate the process to identify and serve students with disabilities at the secondary/elementary level, including review of student data and evaluation of students.
2. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and special education processes, and statewide assessment.

3. Maintain open and continued communication with campus principals for a united approach to curriculum methods, content, and access for students with disabilities.
4. Plan and coordinate the district assessment/testing program for special education.
5. Plan, implement, and evaluate assessment with teachers and principals to enhance the learning of all students.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Perform other duties as may be assigned by the Director of Special Education.

Budget and Inventory:

8. Understand the special education budget and ensure that programs are cost-effective and special education funds are managed wisely.
9. Assist in compiling budget and cost estimates based on documented program needs.
10. Assist with the selection and purchase of supplemental equipment and supplies for the program.

Policy, Reports, and Law:

16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
18. Other duties as assigned.

Supervisory Responsibilities:

Supervision of program, personnel, and other responsibilities as assigned by the Director of Special Education.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress
Frequent districtwide travel
Ability to communicate (verbal and written)
Ability to instruct

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.