

Morgan County R-1 School District

Job Title: Special Education Process Coordinator

Job Overview

- Certified Staff salary schedule could be fulltime or Half Time coordinator and paired with another special service teaching position.
- Employed for 180 days as set in the annual calendar and under direction of the Director of Special Services
- Reports to the Director of Special Services, Superintendent or Consortium directors.

Qualifications

- Master's Degree in Special Education or in process preferred
- Special Education Certification in at least one area by the State of Missouri
- Five or more years of classroom teaching for special education
- Knowledge of the special education process requirements
- Skilled as a teacher, team member, and consultant to teachers and other personnel for the education of students with disabilities
- Capacity to make thoughtful decisions based on facts, knowledge and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District
- Ability to evaluate students and to interpret data in determining eligibility for special education services

Other Working Conditions

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Supervise and coordinate the special education process at the building level to ensure that the following steps for initial evaluations, reevaluations, changes of placement, and transfer students are followed.
- Collect screening/referral data for initial evaluations and reevaluations (including health and medical information, vision, hearing, and social/developmental history).
- Chair review of existing data meetings to review data collected from screening/referral, determine outcome of interventions, and decide if further evaluations is required.
- If further evaluation is needed, develop an evaluation plan and make evaluation team assignments for each student initially evaluated or reevaluated.
- Schedule meetings with parents

- Provide procedural rights to parents/guardians, and obtain consent for evaluation.
- Schedule and supervise the administration of individual tests, administer the achievement component of the evaluation, make/assign classroom observation of students, and obtain input from classroom teachers.
- Collect and review all individual test data, schedule and conduct multidisciplinary team meetings to determine if student meets eligibility requirements, and write multidisciplinary evaluation report.
- Meet with parents to participate in the development of the student's IEP, provide procedural safeguards, and obtain required consent or provide notice of action
- Assist in the building orientation of new special education teachers, and provide training and assistance with the special education process.
- Assist regular and special education personnel with individual student program needs (assistive devices, transportation, parent and agency contact).

Assist the Director of Special Services by:

- Ensure that all special education student files contain the required documentation in order to meet state and federal regulations.
- Assist building personnel in obtaining and reviewing records for special education students and determining that appropriate documentation is present so that each student is correctly placed.
- Review and/or revise special education forms.
- Maintain written documentation of parent contact and development of issues related to selected students.
- Ensure that special education teachers follow proper procedures.
- Ensure that changes in student needs are procedurally documented and that legal procedures are followed.
- Work with parochial, private, and home-schooled students suspected of having a disability.
- Attend statewide conferences to learn procedural updates and new instructional techniques for student instruction
- Follow up on calls received from parents.
- Provide information to teachers and administrators regarding students.
- Conduct parent conferences as needed
- Collect and complete end of the year reports, including the review of each teacher's student files
- Attend regular and special meetings as required by the administration.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration.

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.

