

## **SPECIAL EDUCATION COORDINATOR**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- Bachelor's degree in Special Education or closely related field
- Valid Arizona Special Education Teacher Certificate
- Strong organizational, communication, public relations, and interpersonal skills

#### **B. DESIRED**

- Master's degree in Special Education or related field
- Valid Arizona Administrative Certificate
- Knowledge of general school operations
- Comprehensive understanding and working knowledge of curriculum and instruction
- Previous experience working with students with learning, intellectual, emotional, physical, and other disabilities
- Previous experience supervising programs, services, or personnel
- Previous experience developing and presenting professional development activities

### **SUMMARY**

Provides support to the Student Services Department administration in the management and operation of the Student Services Department. Under general direction and using independent judgment, promotes the execution of District, state and federal requirements regarding students with special needs; facilitates the implementation of programs and services; and oversees District level staff and operations.

Reports to: Executive Director of Student Services

### **ESSENTIAL FUNCTIONS**

- Assists administration with the supervision of support services staff: school social workers, vision and hearing teachers, coordinator assistants, and department office staff
- Coordinates, monitors, and conducts follow up for department tasks such as PostSchool Outcomes surveys, voucher student placements, homebound services and home instruction interventions
- Organizes and facilitates blended and distance learning programming for special education long-term suspended students
- Assists administration to oversee services provided to students placed in special education self-contained classrooms
- Assists administration to provide oversight for ADE compliance auditing and MIPS (Medicaid) maintenance and auditing activities
- Assists in the supervision of transition planning, community placements, and community-based instructional activities at sites
- Facilitates and conducts various departmental meetings and activities • Works with teachers and support staff to maintain IEP compliance

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- Acts as liaison to various outside community agencies
- Assists with special education recruitment and hiring process
- Assists with the facilitation of curriculum and instructional development in special education classrooms
- Assists in the design and execution of pre-service and in-service training programs for teachers and teaching assistants in collaboration with department administration
- Works closely with families and school teams to resolve issues
- Exhibits patience, courtesy, and tact when dealing with others
- Promotes and supports District wide educational advancement in 21st century skills
- Integrates knowledge and skills that are relevant to the 21st century
- Performs other related duties as assigned

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to use strong communication skills, both verbal and written
- Ability to work irregular hours
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to reach, stoop, bend, and hold or grasp objects
- Ability to appropriately handle confidential information and records
- Ability to organize work and high volumes of information
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to multi-task
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedure