

Northfield

Public Schools 1.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

July 2009

SECTION I: GENERAL INFORMATION

Position Title: Special Education Coordinator	Department: Student Services
Immediate Supervisor's Position Title: Director of Student Services	FLSA Status: Exempt
Band/Grade/Subgrade: E81	Bargaining Unit: Non-Union Administrators
Job Summary: Under the direction of the Director of Student Services, the Special Education Coordinator assists in providing leadership and advocacy for programs and services to students with disabilities; provides consultation and technical assistance to school personnel regarding special education policies and procedures; assists in the collection, analyzing and monitoring of data in managing and improving special education services, assists in the recruitment, retention, supervision and evaluation of special education staff.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Assists the Director in the development, implementation and evaluation of special education programs.
Percent of Time:	40%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Provides administrative oversight of Early Childhood Special Education services, including the assignment, supervision and evaluation of Early Childhood Special Education staff.• Serves as the District Representative, empowered to make decisions and commit district resources, at special education staffings.• Represents the District at local, regional and state meetings, as assigned.• Assists the Director with monitoring of compliance with special education due process requirements, staff caseloads and continuum of services within the District.• Assists the Director with the recruitment and retention of special education staff. Supervises and evaluates special education staff as assigned.		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	40%	Provides consultation and technical assistance to school staff, parents and others regarding special education due process laws, rules, policies and practices.

Tasks involved in fulfilling above duty/responsibility:

- Determines the need for and provides in-service training to special education staff on due process requirements, procedures, forms, etc. Works with newly-hired staff to acquaint them with District procedures and practices.
- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Consults and problem-solves with building-level administrators and special education staff regarding difficult and/or potentially litigious special education issues.

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	10%	Assists in the collection, analysis and monitoring of data for the purpose of managing and improving special education services.

Tasks involved in fulfilling above duty/responsibility:

- Implements, coordinates and oversees the district Continuous Improvement Monitoring Process (CIMP).
- Monitors student files and provides feedback to IEP Managers.
- Assists the Director with the development, implementation and ongoing oversight of Third Party Billing.

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:	10%	Performs other comparable duties of a like or similar nature as apparent or assigned.

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Master's Degree or higher	
1 year college		Major field of study or degree emphasis: Special Education or a related field, with post-graduate coursework in special education administration.	
	2 years college		
3 years college	x 4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge	

X	2nd year graduate level	<p>required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of the special education laws, regulations, rules and policies and of district polices and procedures. • Ability to make sound judgments and prioritize activities. • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to consult with school personnel in developing and implementing effective special education services for students. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary. • The ability to communicate effectively - both orally and in writing.
	Doctorate level	

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring: Licensed as a Director of Special Education.</p>
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to establish positive working relationships with others. • Time management and the prioritization of activities. • Ability to transport self between and among school sites throughout the District, and to regional and state meetings as necessary. • Basic computer literacy.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	ECSE Staff	11
TOTAL		11

INDIRECT SUPERVISION:

Number of employees indirectly supervised: ECSE paraprofessionals	Total: 12
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental</i>	<p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.</p>
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Classification History: