

JOB DESCRIPTION

Title: Special Education Coordinator

**Primary Function:
(Job Goal)**

Oversees the Special Education Program and related services
Supervises Special Education program under the direction of the Assistant Superintendent for Educational Achievement.

Reports to: Assistant Superintendent for Educational Achievement

Supervisory Responsibilities:

- ❖ Participates in the evaluation of Special Education teachers and support staff.

Qualifications:

- ❖ ISBE General Supervisor or General Administrative Certificate (Type 75)
- ❖ Special Education Teaching Certificate
- ❖ Master's Degree in appropriate educationally related field
- ❖ At least 5 years Special Education teaching experience.
- ❖ Experience with Easyiep
- ❖ Such other alternatives to these qualifications as the Board may accept

Performance Responsibilities:

Essential Duties

- ❖ Demonstrate support for the Mission, Beliefs and Goals of District 30c.
- ❖ Uphold the established Board of Education policies, regulations and administrative procedures.
- ❖ Oversees the scheduling and facilitation of IEP meetings in compliance with state and federal regulations.
- ❖ Provides consultation and technical assistance to Special Education staff on implementation of services.
- ❖ Maintains Special Education records accurately.
- ❖ Recommends programs and services as appropriate.
- ❖ Participate in determining and implementing in-service needs.
- ❖ Participates in the evaluation of Special Education staff.
- ❖ Participates in child find and referral procedure to identify students with special needs.
- ❖ Monitors the programming for the District's students who receive special education services both in and out of the district.
- ❖ Assists general education staff in understanding the accommodating students with special needs in the general education classroom.
- ❖ Implements appropriate systems to determine the eligibility of students for special education and their educational needs.
- ❖ Ensures Individual Education Plan development and implementation.
- ❖ In performing the above, travels to multiple sites in and out of the District.
- ❖ Accepts other duties and responsibilities as assigned by the Assistant Superintendent for Educational Achievement.

- ❖ Supervises Social workers/counselors and psychologists.

Terms of Employment: 12 month position

Evaluation:

Performance of this job will be evaluated in accordance with the Board of Education's policy on Evaluation of Administrators.

Employee Signature Date

Supervisor Signature Date

Copy to Employee and Supervisor