

**Greenwood School District 50**  
**Position Description**

**POSITION TITLE: Special Education Coordinator**

Department: Special Services  
Reports To: Director of Special Services

**SUMMARY:** Responsible for assisting with enlarging the educational experience of students by facilitating their best possible adjustment to school through a program of special services through programs for the special needs students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

- ⇒ Updates policy on all aspects of the district's special services and ensures compliance with standards, regulations, and state/federal laws.
- ⇒ Assists with the coordination and supervision of all aspects of special services programs and personnel.
- ⇒ Assists with the coordination of activities of school psychologists, speech therapists, physical and occupational therapists.
- ⇒ Conducts regular meetings with professional staff and other interested parties.
- ⇒ Coordinates departmental operations with other school district departments.
- ⇒ Serves on the district's committees for the disabled and instructional improvement and other administrative committees as needed.
- ⇒ Participates in special consultations and case conferences with psychologists, other student services personnel, building administrators, teachers, parents, and as appropriate with students.
- ⇒ Assists in the development of programs for teachers relating to child behavior, child development, and conferences with parents.
- ⇒ Maintains liaison with community mental health clinics, special schools, and other resources offering therapeutic services.
- ⇒ Acts as a liaison between schools and consulting psychiatrists.
- ⇒ Assists with the development of a program of assessment through research and evaluation projects.
- ⇒ Supervises the maintenance of case records on students and the completion of all required reports.
- ⇒ Assists in coordinating special transportation for disabled students.
- ⇒ Provides opportunities for staff development.
- ⇒ Performs other such tasks and assumes other such responsibilities as may from time to time be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Assists with the supervision of School Psychologists, Speech Therapists, Special Education teachers and teaching assistants (in conjunction with respective Principals), and Secretaries for the Special Services Department. Supervises and coordinates activities of school psychologists, speech therapists and physical and occupational therapists.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Masters Degree with intensive course work and/or experience in teaching, psychological services, testing, guidance, and/or administration. Must have valid teaching certificate, at least five years' successful experience in public school work either as a teacher or in psychological services, testing, guidance, and/or administration.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Must have experience in or have knowledge of the various handicapped conditions, procedures for identifying these conditions and program alternatives for handicapped children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to walk, talk or hear. The employee must be able to meet deadlines with severe time constraints and interact with the public and staff in addition to

meeting multiple demands from several people. The employee is required to work irregular or extended work hours.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*