

**Job Title:** Special Services Process Coordinator

**Qualifications:** *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.*

**Reports to:** Principal/ Tri-Lakes Co-op Special Education Director

**Job Goal:** To provide support to staff, parents and students with disabilities. Works directly with the Tri-Lakes Special Services Director and teachers regarding referral and process from placement to program review as needed for each individual case. The Process Coordinator works to ensure compliance with state and federal laws.

**Performance Responsibilities:**

- Interpret diagnoses to school personnel, other concerned professionals, parents and students.
- Prepare and submit such reports as may be required.
- Keep informed and communicate with staff all legal requirements governing special education.
- Promote effective communication with staff, parents, and administration as related to the District's special programs.
- Assist with the yearly updates and revisions of the local Compliance Plan in accordance with DESE.
- Provide necessary support/inservice for all new staff. Participate in inservice training programs.
- Represent the district As the LEA representative for IEP/placement conferences as directed by supervisor.
- Ensure procedures are followed for placement, evaluation, assignment and re-appraisal of students in special education, including procedures for referral, securing medical reports and obtaining psychological examinations.
- Assume responsibility for compiling, maintaining and filing evaluation documents.
- Arrange transportation as a related service in assigned buildings.
- Participate in special consultations and case conferences with school personnel and consultants.
- Administer a variety of tests as assigned by the district or building team.
- Attend case conferences for evaluation and placement of individual students as deemed necessary by the building team.

- Remain current regarding disciplinary issues and, as appropriate, gather student behavioral and disciplinary data.
- Coordinate and facilitate functional behavior assessment and behavior intervention plan staffings.
- Facilitate review of parent referrals for special education services.
- Facilitate manifestation determination meetings.
- Serve as a resource person concerning Special Education process, evaluation tools and diagnoses for teacher and other school personnel.
- Assume responsibility for professional growth and development, keeping current with the literature, new research, improved techniques and attending appropriate professional meetings and conventions.
- Ability to use word processor and have computer knowledge required.
- Assist in class scheduling at the secondary level

**SUPERVISORY RESPONSIBILITIES:** Supervise coordination of Special Education evaluations and re-evaluations. Keep the Principal informed of the program needs and activities. Assist in implementation of program evaluation as it relates to the Special Education Standards set for the DESE. Assist in recruitment, selection and recommendation for hiring of Special Education personnel.

**EDUCATION and/or EXPERIENCE:** The minimum of a Master's Degree. Demonstrates knowledge of Special Education process and procedure. Experience in evaluation, diagnosis and Special Education service delivery. Successful teaching experience in Special Education or counseling.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret various documents, journals and medical reports as they relate to the education of a student. Be able to communicate related information about a student.

**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 and talk or hear. The employee is frequently required to stand; walk; climb or balance; and stoop, kneel or crouch. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Some driving is required. Frequent writing is required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually relatively 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.*

*Shell Knob School District #78 School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.*