

Job Description

Job Title: Coordinator of Special Education

Supervisor: Executive Director of Student Advancement

Position Code: 1E15, AE15, RE15

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for chairing or serving as a member of eligibility/IEP meetings for students referred for evaluation or in determining the Least Restrictive Environment for students; coordinates with day placement programs and transitions students back to the appropriate program with the school; acts a liaison with outside service agencies.

Essential Duties

1. Chairs eligibility meetings at assigned schools for those students referred for evaluation.
2. Serves as the Comprehensive Services Act (Family Assessment and Planning Team, Interagency Council) representative at scheduled meetings.
3. Serves as a member of individualized education plan (IEP) committee meetings collaborating with Special Education Supervisors and the school in determining the Least Restrictive Environment (LRE) for students presenting the need for an alternative educational placement.
4. Coordinates with outside day placement programs and serves as the Local Educational Agency (LEA) representative by attending annual IEP meetings, scheduling of triennial component review meetings and eligibilities.
5. Coordinates with the appropriate special education supervisors and the school in transitioning students back to the appropriate special education program within the school. Responds to emergencies which require input from the division to the public/private day programs or residential programs.
6. Provides liaison services with outside service agencies (i.e. Court Services, Social Services, Public Health, and the Hampton-Newport News Community Services Board).
7. Furnishes case management services for students involved in the Family Assessment and Planning Team (FAPT) process in accordance with the individualized family service plan (IFSP).

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by the Executive Director Student Advancement or other appropriate administrators.

Job Specifications

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, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master's degree required with endorsements in special education required. Postgraduate Professional Certificate with endorsement for education administration/supervision preferred. A minimum of three years of successful experience in public schools, including experience a

special educator is required. Must possess qualities and personal characteristics necessary for working effectively with students, teachers, parents, agency representatives, and others.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone and enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, climb stairs, walk and reach overhead.

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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Executive Director of Student Advancement

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Special Education will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Student Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 01/19 CR