

AMELIA COUNTY PUBLIC SCHOOLS  
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Special Education Coordinator  
REVISION DATE: August 2017  
LOCATION: Amelia County Public Schools – Elementary, Middle, High  
STATUS: Exempt, Full Time – 10 months or 200 days (teacher contract)  
PRIMARY PURPOSE:

The job of Special Education Coordinator is for the purpose of ensuring compliance to established policies, procedures and/or regulations; and addressing other duties and processes required to maintain the districts' program of services. Responsibilities include: managing the school's special education programs and services; developing related goals, objectives and recommending policies; planning, implementing and working with staff in evaluating the special education programs and services; acting as a liaison with other district staff, serving as a resource of information regarding special education programs and services; and ensuring that procedures are appropriate in relation to policies required by state and federal regulatory requirements. Significant time is required for analyzing data, planning activities, monitoring programs/services, responding to others and consulting with program personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Chairs special education department meetings and child study meetings;
- Reviews all school IEPs to ensure quality and compliance and ensures accuracy of information in IEP-on Line and PowerSchool database;
- Coordinates with principals regarding caseloads, schedules, special education transportation needs, and special education state assessment processes;
- Oversees special education eligibility and re-evaluation processes;
- Coordinates all related services for special education placement;
- Participates in the development of all Behavioral Intervention Plans (BIP) and Functional Behavioral Assessments (FBA);
- Participates and facilitates Manifestation Determination Review;

- Coordinates 504 services;
- Completes educational assessment as related to eligibility process;
- Coordinates with Child Find referral activities;
- Fosters parental participation in the special education process;
- Addresses behavioral strategies for special education students;
- Conducts observations for students and staff;
- Assists with staff and paraprofessional evaluations giving input to administrative team;
- Ensures procedural safeguards are met;
- Assists with the FAPT process for out of school placement and services;
- Ensures transition services are coordinated;
- Coordinates Dec. 1 child count process;
- Trains and assists special education teachers with best practice instructional strategies;
- Provides training for staff regarding special education processes and classroom instructional practices;
- Submits records and reports and assignments promptly and effectively;
- Maintains and upholds school and county policies and procedures;
- Assists in upholding and enforcing school rules and administrative regulations.
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Attends all staff meetings called by school or division administration;
- Develops, in cooperation with colleagues and administration, a plan for enrichment and/or intervention of instruction for the classroom instruction;

- Assists in developing an enriching, engaging classroom environment with a behavior and classroom management plan in such a way to increase the learning opportunities of all students;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Performs related duties as assigned by the school principal or Director of Pupil Personnel and Federal Programs

#### MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the field of general education.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – The Teacher will serve with parents, colleagues, students and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – The Teacher will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
6. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.
7. Curriculum Development – The Teacher will aid in curriculum design, planning, and revisions as necessary.

#### SUPERVISION EXERCISED:

The Coordinator does not have supervision responsibilities unless they have a special assignment like a student teacher or intern

#### SUPERVISION RECEIVED:

The Coordinator performs duties under the supervision of the School Administrators with input from the Director of Pupil Personnel and Federal Programs

#### MINIMUM QUALIFICATIONS:

- Required current teacher licensure by Virginia Dept. of Education with appropriate special education endorsement
- Minimum of five years of experience required as a special education teacher in public education

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of teaching and learning of various audiences and group dynamics.
- Ability to use of computer/technology and applicable software
- Ability to plan and supervise the work of others
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

## WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office/classroom environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: August, 2017)