

DESCRIPTION OF SERVICES

POSITION TITLE: Special Education Coordinator (the “Coordinator”)

SUPERVISOR: Executive Director of Indigo Education

Position Summary

As a member of the Indigo Education team, the Special Education Coordinator is responsible for coordinating, leading and monitoring the activities of the special education department.

The essential functions of the Special Education Coordinator shall include the following:

- Program Coordination:
 - Monitors and collaborates with special education staff and district/building administrators in developing and adjusting programming for special education students to ensure a safe and educational environment.
 - Collaborates and assists the Director of Special Education in the supervision, coordination, evaluation and daily accountability of special education and related services personnel.
 - Provides a comprehensive system for staff development to assure compliance with special education laws, rules and to improve skills in research-based practices.
 - Collaborates with the Director, building administrators and special education lead in screening, interviewing, and recommends the hiring of certified candidates of special education teachers and educational assistants/paraprofessionals.
 - Collaborates with building principals and Directors in evaluating and supervising various departmental staff.
 - Plans and implements professional development opportunities for all staff-related special education program needs.
 - Creating and/or updating the Total Special Educations Systems manual and Restrictive Procedures Plan.
 - Manage fiscal processes such as:
 - Procurements of equipment and supplies
 - Maintaining equipment and assessment inventory
 - Tuition acknowledgments
 - Third-Party Billing
 - PARS / Semi-annual Certifications
- Collaboration:
 - Communicates changes in due process requirements and provides special education staff support in completing due process documentation and paperwork.
 - Develops procedures for the dissemination of due process-related information regarding student needs, accommodations, modifications, and health-related conditions.
 - Attends IEP meetings as requested by special education staff. Performs such duties as:
 - Resolves mediates and addresses complaints or concerns pertaining to due process/hearings or related issues.
 - Advises, consults with and interprets special education requirements, rules,

expectations or responsibilities to administrators, staff, building principals, parents, and others.

- Attends and participates in IEP meetings for students with significant disabilities or where conflict is imminent.
- Facilitates, leads or participates in various parent meetings to present program options to families.
- Acts as a liaison for the child find process.
- Organizes and oversees the district's extended school year program.
- Coordinate the implementation of a Special Education Advisory Council.
- Other duties as assigned.

The Coordinator shall be selected based on the following guidelines relating to experience, knowledge, characteristics, and abilities:

- Current Minnesota license as a Special Education teacher and enrolled in a program to obtain a license as a Director of Special Education.
- Minimum of five years working within the field of special education as a special education teacher.
- Minimum of one year working in a school leadership position.
- Excellent verbal and nonverbal communication skills.
- Knowledge and understanding of Minnesota K-12 Academic Standards, learning theory, and practice, curriculum, interventions, and programming.
- Demonstrate the ability to prioritize and respond to needs across multiple settings.
- Exhibit the ability to work both independently and within a group structure.
- Resolve conflict with keen problem-solving skills.
- Maintain a professional demeanor in difficult and/or emotional situations.
- Appreciate diversity and strive for cultural competency.
- Intersect the mission and vision of a school with the non-negotiable rules and regulations that drive special education.
- Demonstrate the ability to organize and synthesize verbal and written data.
- Respond quickly to a variety of stakeholder requests.

- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers.
- Ability to drive to multiple school sites within one business day and drive to school sites within and outside of the metro.