

Policy Subject DUTIES OF COORDINATOR OF SPECIAL EDUCATION	Location Code 302.32	Adoption Date 1/11/82
	Rescinds/Amends	Adopted

REQUIREMENTS: Master's Degree with academic training in special education
Valid teaching certificate in Administration and Supervision with an endorsement in administration of special education
At least five years successful experience in public education, part of which must have been in teaching or supervising in the field of special education
Such alternative qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: Supervision of and general responsibility for the total program of special education, grades K-12, and to provide tile leadership in establishing sound educational programs for children who cannot sufficiently benefit from regular classroom instruction.

SUPERVISES: Special education program of district

TERMS OF EMPLOYMENT: 216 day contract

EVALUATION: Annually in accordance with provisions of Administrative Personnel.

ESSENTIAL FUNCTIONS:

- Coordinates special education programs in accordance with school board policy, goals, and objectives, Department of Education rules and regulations, and federal laws and regulations.
- Develops long and short-range plans for district special education programs.
- Works directly with special education support personnel and direct instruction personnel to plan the proper instruction and placement of students.
- Plans district-wide professional staff development programs to enhance the knowledge of special education teachers, regular education teachers and administrators as they work with students with handicaps.
- Assists building level administration and staff in implementing district policies, procedures, and programs. Confers with parents of special education students. Interacts with community and state agencies as they are involved in the special education programming process.
- Participates in local, state, and national meetings: recommends programs, services, facilities and transportation which provide effective and efficient special education programs. Maintains a working relationship with the State Department of Education and Educational Service Unit #8. Assists in screening personnel for special education assignments.
- Prepares all state and federal mandated reports for inspection of the Superintendent and Director of Business Services.

ADDITIONAL RESPONSIBILITIES:

Serves as the district coordinator for section 504 of the Rehabilitation Act of 1973.

Serves as a consultant and resource for the Alternative Education programs at tile Junior and Senior High school and provides joint supervision of those programs along with building administrators.