

Special Education Coordinator  
Job Description

TITLE: Special Education Coordinator

QUALIFICATIONS: Type 75 Administrative Certificate and either a Type 73 School Service Personnel Certificate or Type 10 Illinois Certificate in two or more areas of Special Education or Learning Behavior Specialist I

REPORTS TO: Director or Assistant Director of Special Education.

SUPERVISES: Directly supervises all assigned cooperative teachers and staff members. Technical supervisor and consultant for all Kendall County Special Education Cooperative member district teachers and therapist, school service personnel and aides.

FUNCTION: Assists the Director and Assistant Director of Special Education in all matters related to programs, personnel, administration and public relations.

RESPONSIBILITIES:

A. Administration

1. Develops, implements and monitors Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administration code for Special Education, School Code and other laws and regulations.
2. Coordinates and participates in IEP staffings and annual reviews and facilitates the compilation of documentation for student records.
3. Evaluates teacher and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
4. Recruits, interviews and selects teachers and other personnel.
5. Facilitates communication regarding transportation requirements to each district Transportation Coordinator.
6. Writes Federal and State grants.
7. Participates in due process activities as needed.

8. Develops handbooks (staff, student, parent) and revises annually.
9. Coordinates activities with central office personnel.
10. Coordinates program as needed.
11. Implements special events, e.g. Special Olympics, Very Fine Arts Festival.
12. Completes State forms including personnel, child count and summer school.
13. Performs other duties and assumes other such responsibilities as may be assigned by the Director of Special Education.

B. Supervision

1. Supervises classroom teachers, speech therapists and school service personnel.
2. Participates in placement of students.
3. Develops, implements, directs, evaluates and revises specialized curriculum used in Kendall County Special Education Cooperative programs.
4. Advises parents, regular and special education teachers in proper programming of students.
5. Assists in developing continuity of comprehensive programs and services.
6. Assists teachers in long and short range planning and scheduling.
7. Monitors and assists teachers and other program personnel in the adaptation and evaluation of instructional materials and curriculums.
8. Assists personnel in the improvement and updating of methods, materials, and techniques for his/her professional area.
9. Orients staff to the policies, procedures and philosophy of the Cooperative and school district(s).
10. Provides pupil services including intake services, IEP's, annual reviews, classroom assignments and student schedules.
11. Observes specific students/classrooms and makes recommendations.

C. Inservice

1. Provides a continuous inservice program designed to improve the professional staff.
2. Researches, plans and coordinates in-service training programs for administrators, parents, regular teachers, special education teachers, etc. in understanding special education students.

D. Communication

1. Provides on-going communication with district and Cooperative personnel as well as with parents.
2. Interprets and disseminates information regarding state/federal rules and regulations.
3. Informs the Director of student progress, teacher and other personnel effectiveness, and program development.
4. Attends Governing Board meetings and presents information when requested by the Director or the Governing Board.
5. Prepares and reviews news releases and publications.
6. Other duties as assigned.

E. Evaluation:

Annually by the Director of Special Education or designee.