

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

Title: **COORDINATOR OF SPECIAL EDUCATION** **File 206**

Reports to: Director of Student Services

Job Objectives: Assists partner schools with the delivery of special education programs. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the director of special education informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize community support for special education programs and student assimilation activities.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions.

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of special education programs.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Builds community/school partnerships that enhance the service center's operational effectiveness.
- Helps implement the service center's continuous improvement plan. Collaborates with partner schools and advisory committees to identify, develop, and implement necessary programs and innovative services.
- Develops a strategy to accomplish personal performance objectives within specified time lines.
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Oversees the delivery of a continuum of special education services (e.g., student records, testing, speech/language pathology, physical and occupational therapy, orientation/mobility, visual/hearing, special needs transportation, transition, etc.).
- Keeps current with the K-12 courses of study, scope and sequence framework, and state standards/guidelines.
- Complies with state model policies and procedures for the education of students identified as having a disability.
- Coordinates and complies with all preschool licensure responsibilities.
- Monitors education laws, rules, and regulations. Develops and/or updates administrative guidelines and procedures to comply with legal mandates.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Encourages staff to develop and disseminate innovative program materials.

- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Serves as a liaison and information resource for special education programs.
- Supports a full range of educational options. Coordinates placement procedures. Participates in parent conferences.
- Ensures that services are provided in the least restrictive educational environment.
- Promotes staff knowledge and use of appropriate assistive technology. Oversees monitoring procedures to ensure that assistive devices operate properly.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Participates in hearing/grievance processes.
- Monitors student graduation requirements.
- Helps teachers and administrators with discipline and pupil management issues.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection, orientation, and evaluation processes as directed.
- Expresses high expectations and monitors staff performance. Collaborates with administrators to improve staff competencies. Supports opportunities for staff to develop new skills. Completes staff evaluations as requested.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories.
- Upholds applicable Ohio Revised Codes. Oversees enrollment and withdrawal procedures.
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Assists with the collection of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- Encourages and supports partner school activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Addresses problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.

- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the director of special education: directs, supervises, and evaluates staff as authorized by board policy and administrative guidelines. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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