



## City of St. Charles School District

# SPECIAL EDUCATION COORDINATOR

Reports to:	Executive Director of Special Education and Student Services
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

**JOB SUMMARY:** The Special Education Coordinator assists the Executive Director of Special Education and Student Services in the coordination and facilitation of the daily operations of the district special education programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Supervises the process for initial evaluation and identification of qualifying students requiring special education services and assists in the planning of Individual Educational Programs (IEP).
- Acts as a liaison with the classroom teacher(s) for the purpose of ensuring the implementation of the established IEP of an assigned student.
- Assists in coordinating, developing, monitoring and evaluating the effectiveness of the IEP.
- Provides thorough and timely reports, data, information as requested.
- Consults with the appropriate school personnel directly responsible for the implementation of the IEP for disabled students.
- Plans, implements, and monitors the provision of services for non-public programming related to special education.
- Assists with planning, implementing, and monitoring staff development and growth activities for staff members in the area of special education.
- Assists with planning, supervising, and coordinating the staffing and implementation of the Extended School Year program.
- Coordinates and monitors services for students participating in district-wide special education classrooms and out-of-district placements.
- Maintains a working knowledge of Board, Federal, and State Department policies and procedures for special education services.
- Assists in monitoring and determining special education caseloads and schedules.
- Assists in the developing and updating of supportive resources for staff as it relates to special education law and processes.
- Be knowledgeable on the Student Information System adopted by the district and provide ongoing support to staff as it relates to the special education components of the system.

- Acts as first contact/support for parents and students as it relates to building level concerns in special education matters.
- Assists in DESE's tiered monitoring process for special education.

**SUPERVISORY RESPONSIBILITIES:**

The Special Education Coordinator supervises the special education process/programs and directs staff in matters of compliance and specialized instruction.

**QUALIFICATIONS REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Master's Degree or higher and a minimum of three years of special education-related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Missouri Teaching Certificate in the area of Special Education is required. Previous leadership and supervision experience preferred. Administrator or Special Education Director Certification preferred.

**COMMUNICATION SKILLS:**

The individual who holds this position must have the ability to:

- Read and comprehend complex written material such as DESE's Standards and Indicators, test manuals, instructions, and statistical analyses.
- Write statistically and grammatically correct evaluation reports and other correspondence.
- Effectively communicate one on one and in small groups with colleagues, parents, staff, and students.

**MATHEMATICAL SKILLS:**

The individual who holds this position must have the ability to:

- Compute, understand, and interpret quantitative statistical analyses.

**REASONING ABILITY:**

The individual who holds this position must have the ability to:

- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Understand and follow verbal and written instructions.
- Gather and interpret facts.
- Use data to solve problems.

**OTHER SKILLS and ABILITIES:**

The individual who holds this position must have the ability to:

- Demonstrates patience, respect, and understanding for students.

- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills
- Perform duties in full compliance with district requirements and School Board policies.
- Knowledge of and the ability to utilize Google in daily responsibilities
- Knowledge of and the ability to utilize the district-adopted Student Information System

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud, depending on the activities of the day. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Special Education Coordinator  
Revised SY 2023-2024