

Process Coordinator, Special Services
School District Job Description

Position Title: Process Coordinator, Special Services

Department: Special Services

Reports to: Director of Special Services

SUMMARY:

Provides support to staff, parents and students with disabilities. Works directly with the Building Coordinator and teachers regarding referral and process from placement to program review as needed for each individual case. The Process Coordinator works to ensure compliance with state and federal laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret diagnoses to school personnel, other concerned professionals, parents and students.
- Prepare and submit such reports as may be required.
- Keep informed and communicate with staff all legal requirements governing special education.
- Promote effective communication with staff, parents and administration as related to the District's special programs.
- Assist with the yearly updates and revisions of the local Compliance Plan in accordance with DESE.
- Provide necessary support/in-service for staff. Participate in in-service training programs.
- Represent the district as the LEA representative for IEP/placement conferences as directed by supervisor.
- Ensure procedures are followed for placement, evaluation, assignment and re-appraisal of students in special education, including procedures for

referral, securing medical reports and obtaining psychological examinations.

- Assume responsibility for compiling, maintaining and filing evaluation documents.
- Arrange transportation as a related service in assigned buildings.
- Participate in special consultations and case conferences with school personnel and consultants.
- Administer a variety of tests as assigned by the district or building team.
- Coordinate and facilitate functional behavior assessment and behavior intervention plan staffing.
- Facilitate review of parent referrals for special education services.
- Serve as a resource person concerning Special Education process, evaluation tools and diagnoses for teacher and other school personnel.
- Assume responsibility for professional growth and development, keeping current with the literature, new research, improved techniques and attending appropriate professional meetings and conventions.
- Ability to use word processor and have computer knowledge required.
- Assist in class scheduling at the secondary level and other levels if necessary.
- Keep records/work schedule well organized to insure preparedness for all meetings.
- Maintain confidentiality and non-judgmental views of children and families served.
- Uses time effectively.
- Display courtesy, tact & respect when dealing with others.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise coordination of Special Education evaluations and activities. Assist in implementation of program evaluation as it relates to the Special Education Standards set by DESE.

QUALIFICATION 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:

Demonstrates knowledge of Special Education process and procedure. Experience in evaluation, diagnosis and Special Education service delivery. Successful teaching experience in Special Education or counseling, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate in the appropriate area.

LANGUAGE SKILLS:

Ability to read, analyze and interpret various documents, journals and medical reports as they relate to the education of a student. Be able to communicate related information about a student.

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 regularly required to sit, talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. Some driving is required. Frequent writing is required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually relatively quiet.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Teacher contract plus five (5) days. Salary to be established by the Board of Education.

The information contained in this job description is for compliance with the Americans 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.

Pleasant Hill R-III is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, gender, age or disability in compliance with the employment procedures.

Acknowledged _____ Date _____