



Columbia County School District Job Description

Position Title: Special Services Coordinator		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by the Director of Special Services in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Scale based on certificate level and acceptable years of experience, Grade K	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 days per year, 8 hours per day		
Reports to: Director of Special Services		

MINIMUM QUALIFICATIONS

Education: Educational Specialist Degree in Special Education or Leadership, Certification in 2 or more areas of special education exceptionality. Hold L6 Georgia leadership certificate; served in a school or district administrative role for 2 or more years. Five years successful teaching experience in special education. Experience should include, but not limited to developing, implementing, coordinating, supervising, and evaluating a comprehensive educational program for students with disabilities.

Essential Knowledge/Skills: Extensive knowledge of federal, state and local regulations governing special education, judicial decisions relative to special education and students with disabilities. Extensive knowledge of various interventions and behavioral management techniques in working with students with disabilities in the school setting. Must have an understanding of evaluative assessments for all children and the ability to discuss students' progress as it relates to assessments. Must be able to analyze progress-monitoring data to assist teachers with interventions and appropriate goal setting and services in all settings. Must possess personal characteristics and professional conduct to interact successfully with parents of newly diagnosed or eligible children with developmental delays. Must have excellent communication skills and be able to relate to make data-driven decisions and supervise staff with confidence and fairness. Should be detailed oriented in order to ensure compliance with state and federal rules and regulations in all areas of special education services and supports. Should have an understanding of Assistive Technology, Child Find procedures, Web-based IEP programs, and curriculum for students with significant developmental delays, autism, emotional behavioral disorders, and other exceptionalities. Should be able to lead teams and create a vision for progress and improvement; supervise and evaluate staff as assigned by the director.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Develops, implements, and maintains comprehensive and individual programs for students with disabilities by:
- Serving as the System Coordinator for assigned programs
- Select, conduct, implement, and evaluate training for special education staff
- Assisting teachers with the development of appropriate instruction, behavioral plans, and targeted interventions.
- Maintaining and distributing information regarding testing, if assigned
- Working with building level administrators with the implementation of the special needs programs.
- Checking eligibility reports and IEP's to ensure compliance with IDEA and GA Rules and Regulations for Students with Disabilities
- Maintain current class lists, effectively manage resources related to special education
- Ensuring that due process and procedural safeguards required by IDEA and GA Rules and Regulations are met
- Ensuring class sizes and staff needs are within requirements of the Georgia Department of Education guidelines

- Ensuring annual reviews and eligibility redetermination for students with disabilities are held within required timeline
- Overseeing special education transportation, if assigned
- Overseeing specialized programs which may include self-contained ID, ASD, Behavior, Preschool, Other
- Overseeing the method of destruction and shredding of inactive files
- Maintaining confidentiality of all office files
- Serving as liaison for community private school programs, home school families, and other agencies
- Working with the Assistive Technology evaluation team, as needed
- Overseeing all local, state, and federal data reporting related to children with disabilities.
- Supervising the Community Based Instruction program
- Collaborate effectively with SLPs, Occupational Therapists, Certified Occupational Therapists Assistants and Physical Therapists, as well as itinerant personnel who support students with disabilities.
- Conducting demonstration teaching to assist special education teachers in the classroom
- Collecting data on growth of special education programs
- Assisting with parent complaints/conferences regarding students with disabilities at the school level
- Assisting teachers with progress monitoring and graphing data
- Ensuring due process procedures are followed
- Acting as the LEA representative at IEP, eligibility meetings, manifestation meetings, etc..
- Completing multiple observations of students in the classroom, as needed and requested
- Assisting with problem solving for teachers/administrators who work with students with disabilities
- Conducting professional learning courses
- Assuming other responsibilities assigned by the Director of Special Services

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 3, 2017