

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Special Education Coordinator

CLASS: Certificated Personnel

LEVEL: Administrator

REPORTS TO: The Superintendent-

SERVICE TYPE: Certified

SALARY: Salary and work year to be established by the Board

JOB GOAL:

To provide sound educational programs for children who require at least a partially different program from regular classroom programs

SUPERVISES:

Special Education Personnel

QUALIFICATIONS:

1. Master's degree in Special Education, K-12
2. Certification in Administration/Supervision
3. Minimum of eight (8) years in teaching and/or administrative experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Administrative experience preferred.

PERFORMANCE RESPONSIBILITIES:

1. Serve as Director of Special Education by providing general supervision for instruction in the special education programs.
2. Provide technical assistance to special education teachers upon request of principals and/or individual teachers.
3. Coordinate in service and professional development activities for special education teachers.
4. Contributes to the development of the total school philosophy of education.
5. Assist in the adaptation of school policies to include special education needs.
6. Recommends policies and programs essential to the needs of exceptional children.
7. Keeps informed of all legal requirements governing special education.
8. Provides leadership in establishing new programs and developing improved understanding of existing programs.
9. Develops and initiates survey programs for continuous identification of exceptional children.
10. Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
11. Establishes procedures for placement, evaluation, assignment, and reappraisal of students with regard to the special education services program.
12. Develops procedures for referral, securing medical reports, psychological examination, and placement.
13. Supervises and coordinates home instruction for homebound or hospitalized students.
14. Assists in recruitment, selection, evaluation, and recommendation for employment/termination of special education personnel.
15. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
16. Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.

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17. Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
18. Arranges for transportation of all children placed in special classes.
19. Develops budget recommendations and provides expenditure control on established budgets for special education.
20. Keeps informed of the state of financial aid for special education.
21. Interprets the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.
22. Maintains a permanent inventory of equipment purchased for special education.
23. Establishes procedures for requisitioning, ordering, and paying for special education equipment and supplies.
24. Approves all supplies, materials, and texts used by special education personnel.
25. Evaluates on an ongoing basis, the total special education program curriculum, procedures, and individual students' needs and achievements.
26. Makes recommendation on design, furnishings, equipment, and location of new special education facilities.
27. Provides programs of a remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities.
28. Consults with parents of students enrolled in the program.
29. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
30. Participates in the planning and implementation of special education staff development.
31. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.
32. Coordinate Section 504.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Move about the school on a frequent basis.
2. Lift moderately heavy weights, climb stairs, bend, twist, stoop, and reach on an occasional basis as required.
3. Adequate strength, mobility, dexterity, agility, speech and visual and aural acuity to perform required tasks.

EVALUATION:

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.