

**COORDINATOR OF SPECIAL SERVICES**  
**JOB DESCRIPTION**

**TITLE:** Coordinator of Special Services

**QUALIFICATIONS:** SDA or SDL Certification

**REPORTS TO:** MS PRINCIPAL

**LENGTH OF YEAR:** 12 Months

**SPECIFIC RESPONSIBILITIES:**

1. Collaborate Assistant Superintendent to manage District Data Coordination.
2. Collaborate with building principals regarding space, staffing, LRE, and record keeping.
3. Address parent concerns, legal issues, and District Policies.
4. Manage Medicaid reimbursement in collaboration with the Business Manager.
5. Collaborate with the Assistant Superintendent to identify and provide necessary professional development for staff across the District, including, but not limited to regulations, legal issues, data collection, District Policy, and systems.
6. Develop an accountability system to ensure due dates are met, services are delivered, and goals are tracked in compliance with the IEP.

7. Plans programs to accommodate all students with disabilities in the least restrictive environment.
8. Chairs Committee on Special Education and Committee on Preschool Education.
9. Researches and develops innovative programs for all students to connect them with the community and job opportunities.

**EVALUATION:**

Performance of this position will be evaluated annually by the Middle School Principal