

Oneida Special School District

Job Description

Position Title:	Special Education Supervisor/District 504 Coordinator
Reports To:	Director of Schools
Job Goal:	To ensure compliance with legal obligations and the quality of services provided to students with IEP's and 504 plans.
Term of Employment:	12 Months

Responsibilities: (Include but are not limited to)

- District 504 Coordinator
- Ensure compliance with state and federal regulations in program budgeting, eligibility of students, development and implementation of instructionally appropriate IEP's, and implementation of a Free and Appropriate Public Education for students with disabilities
- Coordinate with the Special Education Secretary in the scheduling and communication of all IEP/504 meetings with parents, administrators, guidance counselors, teachers, and other involved parties
- Maintain student files and ensure they are in compliance with state policies/regulations
- Complete and submit state and federal reports
- Collaborate with district and school administrators in assigning duties of Special Education staff
- Collaborate with school administrators and SPED teachers in scheduling and implementation of SPED services for eligible students
- Ensure fidelity of Special Education interventions and services at all schools through direct and indirect fidelity checks/observations and collaboration with Special Education teachers and interventionist
- Coordinate the purchase of or obtainment of materials, resources, and/or training needed to implement IEPs and provide appropriate services for eligible students
- Provide professional development and facilitate Professional Learning Communities for Special Education staff
- Facilitate professional development, training, and resources for all school staff working with students who have disabilities
- Coordinate and collaborate with outside agencies and their employees in providing services for students as appropriate
- Collaborate with student support teams at each school
- Collaborate with school 504 coordinators in providing 504 services for eligible students
- TEAM evaluator
- Respond to a variety of inquiries for the purpose of identifying issues and recommending or implementing a plan of action that will efficiently resolve the issue
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.
- Safety Care (crisis prevention) trainer

Qualifications:

- Master's Degree or above
- Current & valid Tennessee teaching license with endorsement in SPED or
- Preferred but not required Current & valid Tennessee administrator license
- School-level classroom experience in SPED (*preferred, but not required*)
- School-level administrative experience (*preferred, but not required*)
- Knowledge of the Tennessee Curriculum Framework
- Knowledge of laws, rules, and regulations regarding IEP's and 504 Plans
- In-depth understanding of classroom pedagogy
- Ability to interpret policies related to the district and schools
- Ability to write and communicate fluently and effectively
- Ability to establish and maintain effective working relationships with others
- Ability to perform basic physical duties associated with the position