

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Coordinator of Special Education Services

QUALIFICATIONS:

The Coordinator shall be certified in Special Education; shall possess a Master's Degree from an accredited college or university; shall possess at least two years of successful teaching in some field of special education; and, shall possess at least five years of successful administrative experience in the field of Special Education. The Coordinator shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Administrator of Special Education

PERFORMANCE EVALUATION:

The Coordinator shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the district.

REPRESENTATION STATUS:

Wachusett Administrators Association

JOB RESPONSIBILITIES:

The Coordinator of Special Education is a member of the Pupil Personnel Team. As a member of the Team, he/she shall provide leadership for the School District, represent the Director of Student/Information Services as appropriate at meetings. He/she shall be knowledgeable of changes in trends, laws, rules, or regulations in his/her area of expertise and provide reports to the Supervisor of Special Education of his/her activities and as requested. The Coordinator of Special Education Services in conjunction with the Administrator of Special Education shall develop annual job goals that will become part of the criteria used to evaluate the Coordinator.

In carrying out these responsibilities, the Coordinator of Special Education Services shall:

1. Coordinate and assist in budget preparation for assigned areas;
2. Supervise and evaluate staff as assigned;
3. Coordinate special education evaluation process including school screening and evaluation teams, and preschool screening process;
4. Participate in out of district placements as directed by the Administrator of Special Education;
5. Screen and arrange outside and independent referral and evaluations, including contracted therapy services;
6. Consult with school staff and parents on student performance, behavioral, special education and program effectiveness issues;
7. Conduct home visits, work with parents, mediate parent/school problems, and screen cases for alternative programming;
8. Collaborates with the Administrator of Special Education on assessing the effectiveness of special education procedures, programming as they impact delivery of services and cost effectiveness; and
9. Conduct other duties and responsibilities as directed by the Administrator of Special Education, including attending meetings as requested or required by the Administrator of Special Education and any other staff function as required by the Supervisor of Special Education.

SUPERVISES:

Speech Therapist Liaison
Other staff as assigned by the Administrator of Special Education

Updated on: 04/24/97

Updated on: 06/18/03

Updated on 08/12/03

Updated on 12/17/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/17/03