



TITLE: SPECIAL EDUCATION COORDINATOR

FLSA: Exempt—Administrative Non-Represented

PURPOSE: This position facilitates the development and continuous improvement of the district's multi-tiered systems of support program, including special education, instructional best practices, state and federal requirements and programs, staff development, and district programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works collaboratively with the Student Growth and Experience Director, Student Growth and Experience team, building principals, district departments, and district staff to establish a climate of service and support for all school staff.
- Leads the Special Education staff in collaboration with building principals in curriculum, instruction, assessment, and staff development work for the district.
- Supports the planning, development, implementation, and improvement of the district's curriculum in all curricular areas, including core programs and supplemental/intervention programs, for grades K-12.
- Directs special education and related services, programs, and grants and ensures district compliance with state and federal laws and regulations related to the implementation of IDEA.
- Interprets, explains, and applies district, state, and federal laws, guidelines, policies, and procedures for staff, students, parents, and others in a timely and accurate manner. Recognizes needs for new or revised policy/procedure and makes recommendations for changes to the assistant superintendent.
- Expands learning opportunities for students in an ongoing effort to improve services and programs, offer instructional pathways based on best practices, and maximize progress.
- Works to create a collaborative and innovative culture for all students and staff across the district and throughout the community.
- Guides and facilitates the implementation of professional learning communities in the district.
- Works with the Student Growth and Experience Director to orient administrative staff to state and district requirements for grades K-12 in curriculum, instruction, and assessment, specifically in Special Education and IDEA Section 504.
- Organizes and implements a staff development plan including Special Education staff grades K-12.
- Facilitates district meetings as requested, such as the Student Growth and Experience Department, Leadership Team, and Levels meetings.
- Supervises and evaluates key members of the Student Growth and Experience Department staff, which may include special education staff; providing support, opportunities, coaching, and guidance for professional growth, and timely performance evaluation in a manner that promotes team development and effective work.
- Manages the Special Education budget and assists with the development of the Student Growth and Experience department budget.
- Responds to complaints related to Title II of ADA, working with the Risk Manager and other department leaders as needed.
- Represents the Student Growth and Experience Department in communicating with the School Board and community as requested.
- Other duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students, and the public; work collaboratively as a team member.



- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Oregon Administrative License.
- Record of education positions with increasing responsibility.
- Teaching experience.
- Extensive knowledge of the provisions of IDEA and special education curriculum and experience with program improvement and instructional development.
- Experience with curriculum development, staff development for best instructional practice, and use of student assessment data to drive instructional decisions and school improvement.
- Experience presenting to adults.
- A clear understanding of graduation requirements.
- Budgeting and planning experience.
- Demonstrated ability to work under pressure, and under tight deadlines, using own initiative while maintaining a positive and enthusiastic attitude.
- Demonstrated ability to take a proactive approach to problem-solving.
- Demonstrated ability to assist in program evaluation. Includes gathering and analyzing data and development and implementation of improvement plans.
- Knowledge of programs that support skill building among students with special needs that include behavior and academic support as well as best practices for students who may be dually identified.
- Evidence of high-level interpersonal skills demonstrating the ability to work effectively with diverse groups of people.
- Excellent written and oral communication skills. Demonstrated ability to communicate successfully in a variety of settings, including small and large groups.
- Knowledge and experience with programs that support learning among students of diverse ethnic and cultural backgrounds.
- Remain current regarding laws, policies, trends, and best practices related to education in general and special education programs and ability to share this knowledge with staff on a regular basis.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly lift, move, or carry up to 25 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop.



- Occasionally required to travel within and outside of the district.
- Occasionally required to kneel or crouch.
- Occasionally required to lift and/or move up to 40 pounds.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment could be usually low to occasionally moderate. The employee's work is almost exclusively indoors.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

SPECIAL EDUCATION COORDINATOR

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature