

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Special Services Coordinator
Job Group: Non-Union
Reports to: BFA Principal and Director of Special Education

Summary: The Special Education Administrator will work closely with high school administrators and the Director of Special Education to oversee and help support the various special education programs servicing high school students with IEPs.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Supervise and coordinate special education programs.
2. Evaluation of special educator professionals and support staff.
3. Serve as LEA at IEP and evaluation meetings.
4. Oversee all BFA special education Team Meetings and supervise all special education services.
5. Oversee adherence to and review Individualized Education Programs based on eligibility guidelines.
6. Ensures all services for students identified as special needs are implemented.
7. Ensures timelines are met and all required paperwork is accurately completed within mandates.
8. Participates in the recruitment, selection, onboarding, and assignment of special education personnel.
9. Assist in scheduling/assignments of paraprofessionals with the building.
10. Confer and assist in resolving a variety of special education-related issues and problems with students, staff, teachers, case workers, parents, and other school officials.
11. Attends special education staff meetings as required by the Special Education Director.
12. Maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
13. Direct and indirect supervision of certified and classified staff
14. Direct and assist staff through conferences, meetings, in-service workshops, and classroom demonstrations and visitations.
15. Review, monitor, oversee inventory and approve requests for test materials, curriculum, equipment, and related special education expenses.
16. Collaborate with general education to facilitate full access, equity, and inclusion for all students.
17. Coordinate and supervise ESY program at the high school level.
18. Coordinate or facilitate CSP and manifestation meetings.
19. Perform related duties as assigned by the Special Education Director.

Supervisory Responsibilities: Oversees the work of special education programs.

Qualification Requirements: 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 the essential functions.

- Bachelor's degree, Master's degree in special education preferred.
- Minimum of 3 years of experience as a special education teacher preferred.
- Knowledge of Vermont and federal special education laws.
- Highly motivated self-starter who can work independently and with minimal supervision.
- Strong organizational skills.
- Excellent written and verbal communication.

- Proficiency in Google Docs with ability to learn applicable technology as required to perform the essential functions of the position.
- Ability to maintain strict confidentiality.
- Knowledge of best practices in the field of Special Education.

Education and/or Experience: Master's degree in special education preferred.

Certificates, Licenses, Registrations: Hold or be eligible for a valid Vermont Teaching License (Director of Special Education endorsement).

Computer Skills and Experience: Proficiency in Google Docs with ability to learn applicable technology as required to perform the essential functions of the position.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Communication & Interpersonal Skills: Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty and staff, administrators, applicants, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, faculty and staff, and outside agencies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, and hear. The employee must use their hands and fingers to write or type. Specific vision abilities required by this job include close vision and distance vision. Some driving to various locations is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. The position may require the employee to work irregular or extended hours, be directly responsible for the safety, wellbeing, or work output of other people, and to meet multiple demands from several people. Some travel is required. The employee must occasionally lift and/or move up to 50 pounds. Ability to effectively handle stressful situations and resolve conflicts.

Working Conditions: The work environment characteristics described here are typical 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 the essential functions. The noise level in the work environment is usually moderate. The job may be performed in an office or classroom setting.

Terms of Employment: 12 Months

Evaluation: Annual performance review by the Superintendent.

Revised: 4/13/2023

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.