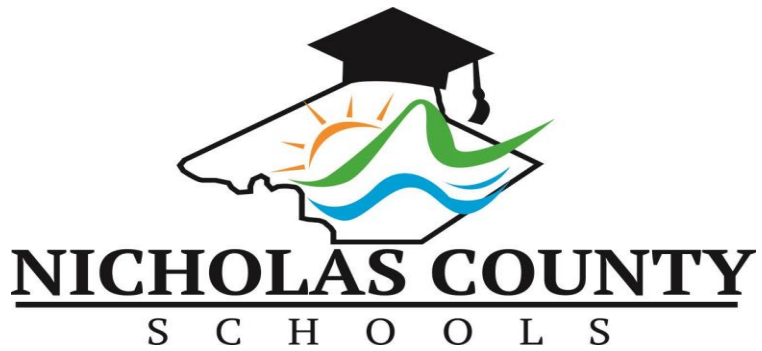


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Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Special Education Coordinator

Classification: Professional

Reports to: Superintendent/Special Education Director

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

FLSA Status: Exempt

Supervises: Special Education and clerical staff

JOB SUMMARY: To enhance learning opportunities for students enrolled in Special Education Programs.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the School System

Qualifications:

- Valid teaching certificate; Master's Degree in Special Education or related field
- Valid Administrator Certificate
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WV Code §18A-3-2a
- Minimum of 5 years experience working with Special Education students preferred
- Perform duties as described in the job description below.

PERFORMANCE RESPONSIBILITIES:

- Visits, on a regular basis, all physical sites within the boundaries of school district at which special education programs are conducted during the hours in which the programs are serving students.
- Prepares for, directs and supervises Extended School Year (ESY) by collation of data on students eligible for ESY, identification of personnel needed to serve eligible students, collaboration with personnel director to post or delete ESY positions, assist transportation director with bus issues, assist in budgeting of ESY funds, and completion of paperwork and billing for ESY personnel and students.
- Makes recommendations for deletion of, improvements in or creation of new special education programs based on identified student need. Provide leadership establishment of new programs and in understanding of existing programs.
- Assists in preparation and maintenance of district records as needed for each special program and student.
- Establishes procedures for selection, acquisition, circulation, resource sharing of resources in all formats.
- Evaluates, promotes and uses existing technologies to support teaching and learning.
- Assess, on an ongoing basis, curriculum, procedures and individual needs of students enrolled in special education programs.
- Assess, on an ongoing basis, classroom needs of teachers involved in provision of special education programs.
- Consult with school level administration to increase awareness of needs of students and teachers in special education.
- Recommend possible policy and program changes to Director of Special Education.
- Keeps informed of all legal requirements governing special education rules and regulations.
- Maintains current knowledge about procedures for placement, evaluation, assignment and re-evaluation of students with regard to special education programs.
- Make recommendation to Director on design, equipment and location of special education facilities.
- Consults with parents of program as needed.
- Serves as a model/coach to teachers in preparation of required special education paperwork.
- Attends professional meetings/conventions with, or in lieu of, the director.
- Collates information gained from all evaluation reports from outside or within the district and assists school level personnel with appropriate procedures regarding evaluation results/recommendations/procedures.
- Chairs meetings to determine eligibility/appropriate curriculum development for selected students, at director discretion.
- Guides school personnel in appropriate procedures in all areas of special education.
- Serves as a liaison with various outside agencies and individuals in establishment and administration of programs for which special education students are eligible for participation.
- Assumes responsibility for own professional growth and development; for keeping current with literature and new research findings and improved techniques, and for attending appropriate professional meetings/conventions/trainings.
- Responsible for all state testing.
- Performs other duties as assigned by the Director of Special Education or Superintendent.

PHYSICAL DEMANDS: The physical demands described 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 essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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 the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB). The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised: July, 2019