

## **Process Coordinator**

### **Purpose Statement**

The job of Process Coordinator is done for the purpose/s of conducting initial evaluations and reevaluations processes for all students suspected of having a disability; coordinating assigned special education program components and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of Special Services

### **Essential Functions**

- Assists with personnel functions (e.g. assignment of case manager, etc.) for the purpose of ensuring that objectives of Special Education programs are achieved within budget.
- Collaborates with district personnel and other districts (e.g. IEPs, referrals, etc.) for the purpose of implementing and maintaining services and/or programs.
- Conducts a variety of tests and screenings (e.g. academic achievement tests, adaptive behavior scales, social/emotional/behavioral scales, etc.) for the purpose of providing accurate initial evaluations.
- Coordinates program components, support needs and ECSE material, as assigned (e.g. screenings, etc.) for the purpose of delivering services which conform to established guidelines.
- Develops proposals (e.g. more effective enrollment processes, etc.) for the purpose of meeting District goals.
- Evaluates ECSE programs and/or projects as assigned (e.g. screening procedures, etc.) for the purpose of carrying out and achieving objectives within specific area of responsibility.
- Facilitates meetings, processes, etc. (e.g. review evaluation information for eligibility, etc.) for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Implements and monitors assigned programs and/or projects (e.g. determining caseload levels, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains a variety of manual and electronic files and/or records (e.g. cases, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read

technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior patterns of special education students.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:** MA, MS degree in related area with increasing levels of job-related experience.

### **Required Testing**

### **Certificates and Licenses**

Driver's License & Evidence of Insurability  
Designated Subject Matter Endorsement State Boards

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**

Certified