

Process Coordinator of Special Services.

Marshall Public School District Job Description

Position Title: Process Coordinator, Special Services
Department: Special Services
Reports to: Building Principals, Director of Special Services

SUMMARY:

Assists the Director of Special Services with administrative oversight of the special education process. Helps ensure students with special needs are receiving an appropriate free public education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Aid in the maintenance of a systematic program for students identified under IDEA.
- Help initiate / coordinate in-service training activities related to all Special Education.
- Assist the school staff in establishing good working relations with various outside agencies (DFS, Juvenile Office, Pathways, etc.) that offer special help to pupils and their parents.
- Participates as a member of the staffing during educational evaluations of IDEA.
- Administers cognitive, achievement, and adaptive behavior measures as needed.
- Communicates standards of expected performance to students, teachers, and parents, communicates results of educational evaluations to parents, students and teachers.
- Participates in special education initiatives.
- Demonstrates effective problem solving and decision making skills.
- Maintains good communication and strong working relationship with other school staff members and parents.
- Manages intervention days.
- Provides for effective day to day operation of the special education programs.
- Monitors student files for compliance.
- Assist in gathering and analyzing information on student progress in Special Education.
- Conducts self at all times as a representative of the school and assists the Building Principal and Director of Special Services in establishing and maintaining a good relationship with the community.
- Perform other duties assigned by the Building Principals or Director of Special Services.
- Maintain a district-wide compliance plan.

- Implement and disseminate details of procedural safeguards.
- LEA at special education IEP meetings.
- Communicate procedures to staff

SUPERVISORY RESPONSIBILITIES: Compliance monitoring of special education staff

QUALIFICATIONS:

- Minimum of a Master's Degree with professional preparation in at least one area of Special Education or related area and knowledge of the special education process requirements.
- Completion of a graduate level individualized intelligence testing course
- Valid Missouri Special Education teaching certificates.

EVALUATION: Performance of this job will be evaluated in the accordance with provisions of the Board's policy and the Marshall Public Schools adopted model of Performance-Based Teacher Evaluation as per employment classification

TERMS OF EMPLOYMENT: Extended contract and extended hours stipend. Salary and work year to be established by the Board of Education.

