

Special Education Process Coordinator/Specialist

Rationale for position:

To support school administration in ensuring special education programming is in compliance with district policies and procedures and reduce the number of ARC meetings school administrators serve as ARC Chairperson.

Special Education Process Coordinator/Specialist role:

The Special Education Process Coordinator/Specialist shall support school administration in the supervision of the special education process from screening through identification, IEP development, and placement to insure appropriate identification and placement of students with disabilities. They will ensure district compliance with state and federal requirements for implementation of the Individuals with Disabilities Act, (IDEA) are in accordance with Newport Independent Schools Special Education District Policies and Procedures.

Job Duties/Essential Functions:

1) Coordinates special education programs, comply with district special education policies and reports educational, academic, and social performance of students identified with special needs. Organize and ensure completion of all evaluation reports and IEPs prior to Admission and Committee Meetings. 2) Conducts compliance efforts of special education services PreK-12 through age 21; completes reviews of all special education IEP/IFSP documents, ensuring compliance with Newport Independent Schools policies, procedures, state, and federal laws; identifies student's areas of need and consults with administration, instructional coaches, teachers and school staff to develop and implement programs to address individual needs. 3) Organizes student information for students enrolling to the district by contacting previous school district to obtain information detailed on new students. 4) Monitors evaluation and timelines to ensure appropriate student placement and programming. 5) Serves as local education agency representative (ARC Chairperson) for IEP meetings in assigned buildings. 6) Works with principals, department heads and other team members to facilitate the integration of all students into as many classes as possible. 7) Assists administration in researching and/or implementing educational and academic programs. 8) Assists in the preparation of federal, state and local reports on special education. 9) Develops, provide and promote regular in-service training to special education instructors regarding special education procedures; assists classroom teachers with inclusion facilitation. 10) Attends meetings and training sessions related to special education as deemed appropriate by Director of Special Education Services. 11) Performs any other duties and responsibilities/projects as directed by Director of Special Education Services or Superintendent. 12) Maintains confidentiality and non-judgmental views of children and families served.

Qualifications:

1. Education level – Masters Degree. 2. Certification or Licensure – Special Education Certification or Speech/Language Pathologist. 3. Experience desired – Three to five years teaching experience. 4. Other

requirements -Understand and support the Newport Independent Schools Comprehensive Improvement Plan. Knowledge of the Special Education process and laws. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology. 5. Physical Requirements/Environmental Conditions: Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Salary Projection: \$69,000/person for salary and benefits all paid from ARP-ESSER