

## POSITION DESCRIPTION

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**TITLE:** Special Education Coordinator

**DATE:**

**DEPARTMENT:** Hannahville Indian School

**DATE REVISED:**

**SUPERVISION RECEIVED:** Principal

**SUPERVISION EXERCISED:** Special education professional, paraprofessional, ancillary & related service personnel.

**QUALIFICATIONS:** (a) An earned Master's Degree; (b) full approval/endorsement in at least 1 area of special education and ; (c) a minimum of 5 years successful experience with tribal schools in special education.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Shall serve as the official designee and representative of the school district for educational planning, placement and programs for students with disabilities.

Shall serve as the official designee and representative of the school district for awareness, identification, Child Find and referral activities for students with and/or suspected of having disabilities.

#### **A. Assessment, Eligibility & Placement**

1. Serve as the school district's official designee and coordinator for pre-referral/student study team (SST) meetings/activities.
2. Serve as the school district's official designee and coordinator for Multidisciplinary Evaluation Team (MET) meetings/activities, providing supportive assessment data and consultation to team members as assigned.
3. Serve as the school district's official designee and representative at Individualized Education Program (IEP) team meetings.
4. Serve as the school district's official designee, representative and person responsible for IEP service coordination and implementation.
5. Guide and direct special education teachers in the development and revision of IEP's as appropriate.
6. Provide appropriate recipient parties with reports completed as part of the assessment, eligibility and placement process.

#### **B. IEP Related Services**

1. Supervise, review and assure consideration of all IEP special factors, transition services, behavioral supports and disciplinary matters for students with disabilities. Assist teachers with: positive behavioral supports and discipline of students;

establishing a suitable system of referrals; handling disciplinary matters in accordance with IEP's and applicable policies.

2. Assure provision of appropriate procedural safeguards information and processes for students with disabilities and their parent(s)/guardian(s)/surrogate(s).
3. Serve as the school's representative to the Delta-Schoolcraft Intermediate School District (DSISD) Coordinator's Council.
4. Serve as liaison between the school and external agencies to coordinate services, interpret school procedures and policies to external care givers and explain policies of agencies to school personnel.

**C. In-service**

1. Upon request, represent the Hannahville Indian School in offering various presentations, trainings and in-services to educational groups, community agencies, and staff regarding topics pertaining to the field of special education.
2. Coordinate and facilitate training programs/activities for parents of students with disabilities.

**D. Records/Reports**

1. Collect and provide necessary administrative data for required reports.
2. Provide special education teachers with necessary information required for monitoring activities.
3. Attend scheduled student staffing meetings.
4. Maintain working files for student caseload.
5. Prepare all special education related reports and applications for/to state and federal agencies as appropriate.

**PERIPHERAL DUTIES AND RESPONSIBILITIES:** Assists the principal in supervision of all personnel and administration of the school, particularly in areas relating to students with disabilities. Serve as principal in the absence of both the principal and assistant principal. Other related duties as assigned by the principal and/or administrator/superintendent.

**TOOLS AND EQUIPMENT:** Personal computers, telephone, copier and FAX machines.

**PHYSICAL DEMANDS.** Prospective employee must be physically and mentally capable to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Work is performed in a typical office setting located in the school and classroom environment. May involve some travel including overnight. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

**SELECTION GUIDELINES:** Completed employment application and resume, if desired, rating of

**POSITION DESCRIPTION**

**education and experience; oral interview and reference check; job related tests may be required.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as requirements of the job change.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

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