



**Chickasha Public Schools
Job Description**

Job Title: Special Education Coordinator

Qualifications: Bachelor's degree. Master's degree preferred. Teacher certification as set by state certification authorities. Administrator certification preferred. Previous experience as a teacher and/or administrator preferred.

Reports To: Executive Director of Student Services, Assistant Superintendent, Superintendent

FLSA Status: Exempt

Assists: All teachers and administrators.

Performance Responsibilities:

District Leadership: Provides visionary leadership for the special education department, in alignment with the district strategic plan. To assist and share responsibilities with the Executive Director of Student Services, within the scope of special education services.

Essential Job Functions: The duties listed below are not intended to depict all tasks required by this position.

- Comply with School Board Policy
- Assists the Executive Director of Student Services in the planning, staffing, budgeting and evaluation of the district's program
- Collaborates with the Executive Director of Student Services to identify future needs and plans for the district
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Direct and coordinate all program level aspects of special education; IDEA
- Complete all state and federal reports and applications related to special education
- Attend and participate in all state meetings pertaining to special education
- Interview and recommend related-service personnel for employment
- Make staff re-assignments when necessary
- Direct and coordinate program expenditures
- Provide guidance in difficult student placement decisions
- Coordinate special education grants
- Coordinate and validate enrollment for special education students
- Coordinate special education transfers and out of home/district placements
- Communicate with the Superintendent regarding emerging needs of the special education program
- Coordinate district's gifted and talented program including the district plan and annual reports to the Board of Education
- Serve on Board of Education negotiating team when appointed by the Superintendent
- Supervise elementary curriculum alignment
- Attend all Board of Education meetings as an advisor to the Superintendent and to serve as a resource to the board as required

- Assumes other assignments as identified by the Executive Director of Student Services and the Superintendent of Schools
- To complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Skills, Knowledge, and Abilities:

- Exhibit leadership & management skills
- Exhibits loyalty and a desire to be a team member
- Computer literacy
- Knowledge of special education law, policies and procedures
- Mastery of normed-referenced testing, reporting and interpretation
- Filing, sorting, recording, tabulating and copying
- Effective communication both orally and written
- Excellent interpersonal skills
- Ability to relate courteously with children and adults
- Work independently
- Plan, schedule and organize work
- Maintain a positive work environment
- Interpret and apply laws, regulations and policies
- Ensure the quality of work as measured against established standards
- Maintain confidentiality
- Proficient in multi-tasking

Physical Requirements:

- Good health and high energy level
- Some bending and stooping
- Ability to reach above shoulder level
- Some climbing of short ladders
- Ability to tolerate a stressful environment
- Ability to lift objects weighing 10 lbs or more

TERMS OF EMPLOYMENT:

Number of days and compensation determined by the Superintendent. The determining factor for terms of employment will be district-approved work calendars, which are associated with salary schedules.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of certified personnel.

Employee Signature Date