

Special Education Coordinator

Primary Function

To support the development and implementation of special education in buildings

Organizational Relationships

Reports to the Administrator for Student and Support Services

Qualifications

- Teaching certification and multiple years of teacher experience at a mastery level
- Demonstrated skill in facilitating groups, coordinating meetings, and monitoring projects
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle staff and student information with confidentiality

Performance Responsibilities

1. Coordinate the district-wide Special Education to the Board of Education, administration, staff and public
2. Assist in the development, refinement, and implementation of student services
3. Provide staff with assistance and encouragement to learn and/or refine student services skills and to strengthen special education instruction with the goal of maximizing student achievement
4. Coordinate any grants
 - a) develop the program for the district
 - b) implement and monitor the program with the building principals
 - c) design and administer the process for evaluation
 - d) document events and expenditures
5. Organize and implement an ongoing Student Services Staff Development Program
6. Order and distribute instructional materials
7. Inform the Superintendent and Administrator for Student and Support Services about the progress of programs underway
8. Coordinate the administration of grade level meetings
9. Provide technical assistance and support for Student Services Program needs
10. Provide guidance in implementing curriculum modifications, adaptations, instructional strategies, IEP writing, and student grouping
11. Consult and/or assist with interpretations of student evaluations
12. Provide guidance with the use of paraprofessionals
13. Act as a liaison between resource staff and administration
14. Recommend and provide in-service for teachers and paraprofessionals based on identified needs
15. Perform any other duties as may be assigned by the Administrator for Student and Support Services

Terms of Employment

184 work days plus 20 additional days. Salary and work year established in accordance with the Agreement between the Board of Education of District #39 and the Wilmette Education Association (WEA).

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Agreement between the Board of Education of District #39 and the Wilmette Education Association (WEA).