

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Coordinator of Exceptional Student Services
Job Family: Administration
Department: Student Services
Typical Work Year: 12 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: February 10, 2015

SUMMARY: Responsible for increasing student achievement of special education students by collaborating with special education teachers, building leadership, instructional coaches, and teacher leaders to develop their understanding of effective SPED programs, instructional techniques, and issues. Responsible for planning, implementing, and evaluating programs developed for students with disabilities. This position serves as facilitator in matters pertaining to special education services within each assigned school/program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 20% Develop teacher, instructional coordinator and district coach understanding of appropriate instruction through staff development, and one-on-one consultation that focuses on curriculum development, planning, assessment, and evaluation of SPED students. Plan and facilitate ongoing professional development for SPED staff, new teachers, regular education teachers, and paraprofessionals.
- D 15% Provide technical assistance in the interpretation and implementation of new or existing federal, state and district rules/regulations which directly impact the provision of services to students with disabilities. Ensure compliance with federal, state and district regulations.
- D 10% Serve as a liaison to parents/guardians of students with disabilities for the coordination of services and resolution of conflicts in accordance with state and federal statutes. Attend staffing meetings.
- D 10% Collaborate with building leadership about the impact of special education learners on the building around compliance, program implementation, staffing, and review of student progress.
- D 15% Support general and special education staff to provide a continuum of services to meet student needs through intervention, scaffolds, accommodations and modifications.
- D 10 % Collect and analyze data on various program models and schools by using formative and summative data collection to compare effectiveness of program models and student achievement.
- A 5% Responsible for coordinating the Extended School Year Program (ESY) for Durango 9-R
- M 3% Facilitate monthly SEAC Committee meetings
- D 5% Responsible for ESS program evaluation
- D 5% Responsible for ESS staff evaluations
- Ongoing 2% Perform other duties as assigned.

EDUCATION AND TRAINING: Master's Degree in Special Education or related field.

EXPERIENCE: 3-5 years of teaching experience required. 3-5 years serving in a similar leadership role is preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: Special Education License or Principal License Preferred. Must currently hold or be eligible to hold a Colorado Special Education Administrator License. Criminal background check required for hire. Valid driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Advanced skill in working with students and staff with diverse needs at various levels.
- Knowledge of and ability to develop, monitor and evaluate, discipline plans, IEP's, and supervision/safety plans.
- Knowledge of school law.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Microsoft Office applications
- Student Information Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Executive Director of Student Services

Direct Reports: Assigned Licensed Staff and Classified Staff

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assist with planning the Student Services budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X

Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	