

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Special Services Coordinator

Primary Function:

The Special Services Coordinator will execute all duties required to maintain the special services associated with an effective educational program for all Elementary and High School children.

Supervision Received:

The Special Services Coordinator is directly responsible to the Director of Education.

Direction Exercised:

The Special Services Coordinator is responsible to assist with the supervision of all staff members; professional and nonprofessional, student teachers, IU 8 itinerant teachers, and all students assigned to the Windber Area School District.

Summary of Functions:

1. Administers the child accounting program for the District.
2. Administers the ACCESS medical reimbursement program for the District.
3. Plans and supervises sound educational program development for students with educational disabilities.
4. Provides leadership and management, and accountability, of the Special Education department in keeping with federal and state guidelines and Board policy and coordinates with school principals and the Director of Education in carrying out the plans of the department.
5. Assists in the management of special transportation requirements as needed.
6. Manages federal free and reduced meal program.
7. Complete and submit all required reports.

8. Oversee billing for students participating in IU programs located in and out of the district.

Essential Duties and Responsibilities:

1. Assumes responsibility for compiling, maintaining and filing all reports, records and other documents legally required or administratively useful. Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes. Supervises preparation of attendance reports and similar data necessary for reimbursement of funds and similar fiscal matters.
2. Makes sure that special education files are complete, correct, and housed properly. Assists appropriate school personnel in correcting deficiencies.
3. Attends IEP Team meetings as directed by the Director of Education building principal and/or and provides technical expertise.
4. Develops and initiates procedures for intervention, screening, and continuous identification of exceptional children through Child Find. Establishes procedures for placement, evaluation, assignment and reappraisal of students with regard to special education services consistent with state and federal regulations. Consults with administrators, teachers, and parents of students enrolled in the program.
5. Assists in general coordination of the special education program. Becomes familiar with all the special education programs within a school. Provides support to special education teachers and instructional and clerical assistants.
6. Keeps the Director of Education and the principals well-informed of potential problems and/or needs within the special education program.
7. Serves as liaison and ombudsman to the Board of Directors, administration, staff, parents of children with disabilities, and general public in matters concerning special education services and student needs.
8. Follows up on IEP-Team recommendations and insures that IEP's are implemented in a timely fashion. Secures needed resources. Works with both regular and special education teachers to support their efforts. Acts as a contact for parents.
9. Advises staff as needed in areas of instructional methodology and strategies, technology, behavior management strategies, compliance, special transportation concerns and federal, state, and school system rules and regulations.
10. Maintains a permanent inventory of equipment purchases for special education.

11. Assists in providing or arranging for the provision of staff development activities.
12. Assists the principals in completing teacher and staff evaluations as needed.
13. Assists the Special Education Department in the achievement of district goals by helping with the projects, in-services, and other activities as directed by the Director of Education.

Secondary Duties:

1. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
2. Perform temporary duties as assigned by the Superintendent or designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Special Services Coordinator shall hold at least a master degree and a valid administrator's certificate from an accredited college or university, or a master degree and principal certification.
2. Knowledge of State and Federal regulations relative to special education.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.
5. Ability to supervise.
6. Experience in grant writing.

Salary:

The salary of the Special Services Coordinator shall be set by the Board of Education for this position.