

Posting Date: November 19, 2020

Closing Date: December 3, 2020 or Until Filled

Salary: System Salary Schedule

Location: Centralized

Special Education Coordinator

Job Goal:

To plan, organize, and implement all phases of the special education program.

Qualifications:

1. A master's degree from an accredited college or university with concentrated course work in special education.
2. Advanced graduate work in education in the areas of curriculum development, instructional practice.
3. Certification in Administration/Supervision.
4. Minimum of five (5) years experience in areas of special education.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457

Supervisor: Director of Federal Programs

Required knowledge, skills and abilities:

1. Knowledge of curriculum development and special education law and practices.
2. Ability to demonstrate effective leadership skills in group settings.
3. Effective written and oral communication skills.
4. Ability to use computers to perform word processing tasks and maintain records.
5. Ability to use effective public relations skills necessary for the successful implementation of new programs, the coordination of committees and to maintain productive relationships among colleagues and those supervised.
6. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
7. Ability to be effective and efficient with Microsoft Office Programs such as Word, Excel, Publisher and Access.
8. Ability to communicate via E-mail efficiently and effectively.

Essential functions:

1. Provides general supervision for instruction in the special education programs.
2. Provides technical assistance to special education teachers upon request of principals and/or individual teachers.
3. Coordinates in-service and professional development activities for special education teachers.
4. Assists with the selection, placement, supervision, evaluation, and staff development of personnel as required.
5. Acquires, produces, and disseminates information related to effective programs, and practices in special education for the school system, personnel and the community.
6. Represents the school system as directed at conferences, committee sessions, training seminars, and/or State Department of Education or community meetings.
7. Coordinates the acquisition and/or installation of specialized equipment or modifications to classrooms for special education students.

8. Monitors and participates in the development of IEPs to ensure accuracy, completeness, and implementation according to local, state, and federal regulations.
9. Assists, educates, and directs school administrators, teachers, and other system personnel in matters specifically related to the implementation of federal and state laws and regulations involving special education.
10. Coordinates activities with mental health agencies, hospitals, and other community agencies which directly involves special education students and/or programs.
11. Adheres to federal, state, local and board rules and regulations.
12. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

Terms of employment:

The terms of employment shall be in accordance with provisions of the Board's Policy Manual, Students First Act, and the Board's Salary Schedule.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified and Professional Personnel

Source: Greene County School District, Eutaw, Alabama