



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Special Education Process Coordinator
F.L.S.A. Exempt Professional
REPORTS TO: Assistant Superintendent for Student Services

QUALIFICATIONS:

1. Minimum of 5 years teaching experience in regular and/or special education classrooms.
2. Master's Degree in education with certification in at least one area of special education or related area by the State Board of Education.
3. Relevant course work related to evaluation/assessment and the special education process

JOB GOAL

The goal of this position includes, but is not limited to:

A professional who assumes responsibility for the direction, coordination and supervision of the Special education process in assigned buildings from screening through identification and placement, to ensure (1) appropriate identification and placement of students with disabilities; and (2) district compliance with state and federal requirements for the implementation of the Individuals with Disabilities Education Act (IDEA). Additionally, a professional who participates On the multidisciplinary evaluation team and assists in determining whether a student has a Disability.

RESPONSIBILITIES

1. Assists special education staff with procedures for referral, securing medical reports, and placement.
2. Assists in coordination, review, and necessary action for transfer students.
3. Assists in coordination evaluation plans.
4. Assists in implementation procedures for evaluation, placement, and reevaluation of students with regard to special education services programs.
5. Assists with the maintenance of individual records of all students receiving special education services.

6. Assists in the organization of outside/contractual/private and parochial evaluations, diagnostic summaries and IEP conferences.
7. Assists in determining whether a student has a disability.
8. Keep informed of legal requirements governing special education.
9. Serves as a resource of special needs issues on a building level.
10. Serves as a local education agency (LEA) representative designated by the board of Education.
11. Completes other duties and responsibilities as assigned by the Assistant Superintendent for Student Services or designee