



**Position Description
ISD 4184 Aspen Academy**

SECTION I: GENERAL INFORMATION

Position Title: Special Education Coordinator	Department: Special Education
Immediate Supervisor's Position Title: - Building Administrator - SpEd Director	FLSA Status: Salaried - Certified
	Schedule: 8am - 4:15pm; M-F Duty Calendar: 220 days
Job Summary: The Special Education Coordinator will provide oversight to special education programs through supporting special education teachers and paraprofessionals and assure due process compliance.	

SECTION II: GENERAL DUTIES

Duty/Responsibility No:	1	General Duties:
		<ul style="list-style-type: none"> ● Coordinate paraprofessional and teacher assignments ● Coordinate child study meetings, including oversight of records ● Facilitate compliant IEP and evaluation meetings ● Complete and file yearly tuition acknowledgements ● Oversee record keeping and progress tracking of each student with disabilities ● Assure due process compliance by planning for and meeting deadlines regarding IEP development, evaluation process, progress reporting ● Assist in program development and curriculum ● Advise/oversee the special education teacher in the development and completion of IEP, evaluation, and progress reports with an emphasis on interpreting data from multiple sources and systematically designing instruction toward specific learning goals ● Provide mentorship to empower the special education teacher's skill set in special education requirements, including implementation of special education instructional practices. ● Provide insight and data to school administration regarding the needs of individual students and the special education department at large. ● Maintain effective communication with school administration, teaching staff, parents, and related service providers. ● Contribute to the improvement of instruction within the school by communicating strategies, interventions, and other programming ideas with school staff. ● Establish ongoing communication with the school's MARSS coordinator. ● Order, track and inventory special education purchases. ● Working knowledge of Sped Forms & management of SpEd files. ● Complete MDE reports as requested. ● Complete achievement testing.

SECTION III: REQUIREMENTS

Duty/Responsibility No:	2	Requirements for the position:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Assists in special education recruitment, hiring, retention and feedback● Provides leadership in the day-to-day operations of the special education department including case manager assignment, scheduling, absence management, extended school year programming, and staff development● Attention to detail and conscientious● Professional communication free of grammatical and spelling errors● Ability to problem solve, critically evaluate, and execute duties under a stressful condition and/or situation● Ability to maintain composure under stressful conditions.● Ability to apply common sense understanding to carry out detailed written and/or oral instructions.● Willing to ask questions● Ability to develop effective working relationships with students, staff and the school community.● Ability to communicate clearly, concisely, both orally and in writing.● Knowledge of district protocols, policies and employee handbook.		

SECTION IV: INTERPERSONAL

Duty/Responsibility No:	3	Requirements for the position:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● All Employees of District 4184 are responsible to support district goals, to work collaboratively and respectfully with diverse populations of staff, students and parents and to model and promote a welcoming working and learning environment.● Employees are expected to support and model commitment to continuous performance improvement.● Employees are responsible to establish and maintain effective communication with students, teachers, support staff, colleagues and parents, respect confidential matters, encourage a safe and secure environment throughout the district, and are dependable and accountable in the performance of their work.		

SECTION V: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATIONAL/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:
Required Work Experience in Addition to Formal Education/Training: Teaching Preferred: Curriculum, Instruction, and Assessment; Supervisory Experience, CPI; De-escalation strategies
Major field of study or degree emphasis: Education; Special Education (ABS, LD, EBD, ASD etc.)

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. It is the prerogative of the district to assign staff so as to best meet the needs of the district.

The School is hiring or otherwise allowing you to provide a service to the School pending completion of a criminal background check and/or obtaining information from the Professional Educator Licensing and Standards Board (PELSB) concerning any past or pending disciplinary action taken by PELSB against you. Please note that your employment or other service may be terminated based on the result of the background check or information obtained from PELSB.