

Position Title: Special Education Coordinator of Planning, Monitoring and Data Collection

Department: Special Education

Reports To: Assistant Superintendent, Special Education

SUMMARY: Responsible for coordinating special education planning, monitoring and compliance activities. The coordinator will assist with data collection and verification activities and complete a variety of local, state and federal reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Establish and conduct a three-year monitoring review for all LEAs/PASs.
- Maintain the student central registry and conduct periodic audits to authenticate its' validity and accuracy.
- Provide assistance to the Technology Department(s) to assure compliance with content information required when submitting state/federal reports.
- Assist in the collection and transmission of accurate student count data to comply with state and federal reporting requirements.
- Maintain personnel inventory of all staff providing special education services within the county and transmit the inventory as required.
- Conduct complaint investigations and report alleged instances of non-compliance.
- Provide assistance in processing state and federal grant application and final reports.
- Assist in the development of the ISD Special Education Plan.
- Assist in the development of special education forms and procedures consistent with state and federal special education rules and regulations.
- Provide professional development on special education rules, regulations, procedures, and required documentation.
- Supervise and evaluate staff as assigned.
- Adhere to Board Policies and administrative procedures.
- Use various software packages for communication and documentation purposes.

SUPERVISORY RESPONSIBILITIES:

Select support staff and others as assigned.

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE:

Master's degree or equivalent, full or temporary approval in one or more areas of Special Education, three years of successful experience in Special Education, working knowledge of the Administrative Rules and Regulations governing Special Education, demonstrated ability to work effectively with parents, teachers and the community, ability to communicate effectively verbally

and in written correspondences, and demonstrated ability to engage in effective problem solving activities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Teaching Certificate with a Special Education endorsement with full or temporary approval as a Special Education Supervisor.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.

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 noise level in the work environment is usually quiet; the noise level in this position also varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.