

**COORDINATOR OF SPECIAL EDUCATION****MANAGEMENT POSITION****PRIMARY FUNCTIONS:**

- Administrative leadership and oversight in the management of special education programs and services.
- Administrative leadership and oversight of district-based special education referrals.
- Administrative leadership and oversight of district-based special education interventions and services

Directly responsible to: Director of Special Education

**QUALIFICATIONS****I. EDUCATION**

- A. Advanced degree
- B. Appropriate Special Education credential
- C. Administrative credential

**II. EXPERIENCE**

At least three years of successful related experience in the service of students with disabilities.

**APPOINTMENT**

The superintendent shall recommend a candidate to the Board of Trustees for appointment.

**OPERATIONAL RESPONSIBILITIES**

1. Provide administrative leadership for IEP meetings as needed.
2. Provide district-level leadership, coordination, and oversight of parentally placed private school (PPPS) assessments.
3. Provide district-level leadership, coordination, and oversight of special education procedure and processes to ensure IEP compliance.

4. Provide district-level leadership, coordination, and oversight of extended school year and summer programs.
5. Assist with special education self-reviews (SESR)
6. Provide district-level leadership, of articulation and collaboration with feeder elementary districts.
7. Provide district-level leadership, coordination, and oversight of educationally related mental health services.
8. Provide district-level leadership and coordination of special education transportation services.
9. Act as a liaison to NCCSE when needed.
10. Provide district-level leadership, coordination, and oversight of professional development for special education staff
11. Assist director of special education in instructional and curriculum leadership.
12. Provide updates to the director of special education.
13. Perform other duties as assigned.