



Title:	Exceptional Children's Coordinator
Reports to:	Exceptional Children's Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Primary Purpose:

The Exceptional Children's Coordinator is responsible for identifying, developing, and coordinating resources at each campus assigned in order to meet the needs of students who qualify for special education. The Coordinator is responsible for working with campus personnel to provide appropriate programs for all Special Education students on the campus. The Coordinator is also responsible for leadership of assigned special education programs for staff and program development purposes.

Qualifications:

Education/Certification:

Master's degree in a special education area or a related area
Supervisory, Mid-Management, or Principal's Certificate

Special Knowledge/Skills:

Experience as a special education teacher
Knowledge of laws, state and federal (rules and regulations)
Strong ability to communicate orally and in writing
Ability to coordinate special education programs
Vast knowledge and experience with behavior management and intervention strategies

Major Responsibilities and Duties:

1. Serve as an instructional leader, consultant, and support for all the teachers and students on the campuses and the program areas assigned.
2. Facilitate least restrictive environment placement of students with disabilities.
3. Provide follow-up to special education placements including planning and implementation of related services, adaptive equipment, instructional materials and record keeping.
4. Provide program development, implementation, and program evaluation.
5. Provide leadership in the development and implementation of curriculum and instruction for students with special education needs.
6. Work with the Director of Exceptional Children in planning and providing inservice training and staff development for general education and special education staff.
7. Prepare and submit staff development budgets for various areas.
8. Interview special education applicants and, in coordination with the campus administrators, recommend to hire personnel according to district policies and regulations.
9. Document visits to classrooms on a regular basis to observe the teacher/student interaction in order to identify and make recommendations in areas needing improvement.
10. Assist in the evaluation of teachers/assistants in the special education programs in their schools and evaluate staff assigned at request of Principals.

11. Work with data manager to monitor and ensure all student files meet compliance standards of the North Carolina Department of Education.
12. Participate in Annual Review Development/Initial meetings as needed, monitor the appropriate development of IEPs for quality programming, and follow-up to ensure compliance with the IEP.
13. Coordinate transition services of children from home to school environment, from one educational program to another, and from high school to higher education or successful job placement, or to other agency services.
14. Serve as a conflict mediator/problem solver in crisis situations concerning program, placement, and behavior of students.
15. Advise campus administration regarding appropriate scheduling of students, maximum usage of staff, utilization of facilities, appropriate materials and equipment selection.
16. Analyze campus/district data and prepare reports (Comprehensive Assessments) for campus and department program planning.
17. Coordinate services as needed with other departments such as transportation, food service, vocational, etc.
18. Work with other school districts, education agencies, and community agencies in developing activities to assist students with disabilities.
19. Keep the Exceptional Children Director fully informed with respect to staff, classroom and equipment needs, as well as, possible problem areas.
20. Maintain a high degree of communication, collaboration, and cooperation with all members of the Exceptional Children's department and support its programs and objectives.
21. Maintain professional growth through local, state and national meetings and workshops, as well as, reading professional literature.
22. Perform other duties that may be assigned by the Exceptional Children Director.