

FAYETTE COUNTY PUBLIC SCHOOLS

Coordinator, Exceptional Children's Services Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Exceptional Children's Services	FLSA STATUS:	Exempt
REPORTS TO:	Executive Director of Exceptional Children's Services	WORK CALENDAR:	240 Days
SALARY:	A007	APPROVED (Board):	December 2003
		REVISED:	May 2023; September 2022; October 2021; February 2018; June 2015; March 2005

SUMMARY: Provides supervision to ensure the implementation of instruction and services for students with disabilities enrolled in special education programs; collaborates with school-based and central office general education administrators to ensure that students with disabilities receive a free and appropriate public education.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Assist the Executive Director of Exceptional Children's Services with all aspects of management of the school district's special educational program and assurance that the implementation of the program is effective and in accordance with local, state and federal policies, rules, and regulations
3. Assist in the supervision of central office and other designated special education program personnel
4. Collaborate, advise and consult with administrators, school system attorneys and teachers regarding special education rules and procedures for resolution of issues and concerns regarding student with disabilities
5. Assist parents, teachers, and administrators in the identification, assessment, and placement of students with disabilities as defined by IDEA and state rules; Serve as Child Find Coordinator collaborating with private schools within the school district attendance zone to identify students with disabilities
6. Ensure appropriate implementation of due process procedures for referrals, evaluations and other management of data regarding the identification of students who may be eligible for special education and related services; participate in student placement meetings
7. Assist with FTE reporting process and the acquisition of appropriate data and completion of state and federal reports and other federal monitoring requirements
8. Assist in the development of new programs and procedures for evaluation, re-evaluation, and placement that comply with federal and state guidelines
9. Assist in coordination of appropriate teacher/paraprofessional allotments according to the system's plan for serving identified students with disabilities
10. Assist in IDEA Flowthrough, state, and school district budget development and monitoring regarding resource allocations
11. Relate goals and objectives of students with disabilities to central office and school-based administrators, teachers, parents and other constituents, as appropriate and in conformance with confidentiality and due process requirements

12. Coordinate services for students placed in private schools through the IEP process; communicate with private school directors and homeschool parents regarding proportionate fair share; serve as chairperson for private service plan meetings as needed
13. Coordinate services with child service agencies such as Head Start, Atlanta Area School for the Deaf, Georgia Academy for the Blind, etc.
14. Assist in developing and providing appropriate professional learning opportunities for regular and special education teachers, paraprofessionals, and administrators concerning all aspects of special education programs, based on needs assessment data
15. Assist with recruitment and selection of applicants for special education positions
16. Assist with development and revision of Comprehensive LEA Implementations Plan (CLIP) and standard operating procedures for the program
17. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Five (5) years' special education teaching experience

Leadership experience such as Curriculum Contact Person, Department Chair, Instructional Lead Teacher or Local Education Agency Representative

Experience developing and conducting teacher training workshops

Hold or be eligible for a SRL-5 certificate in Educational Leadership or appropriate related field

SRT-5 or above in one or more special education exceptionality areas

Proficiency in use of generally recognized administrative/management computer applications.

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience in a variety of levels

Leadership experience in Special Education

Experience in designing and delivering professional learning

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees