

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Special Education Coordinator
Special Education Department
12 Month, year round
UAW Salary Schedule

Scope of Responsibilities

Works in collaboration with the Director of Special Education. Provides technical assistance to district staff as it relates to the rules and regulations for providing services for students with disabilities as outlined under IDEA.

The Special Education Coordinator will collaborate with the special education director, district certified special education providers, and KRESA technical assistance team members to support:

- State complaint facilitation
- Proactive monitoring and compliance processes
- Professional development and technical assistance for district staff
- Data collection, data analysis, and the use of data to continuously improve specialized instructional services for students with disabilities

The position will support effective communication between the district and KRESA and MDE to ensure the accurate and timely completion of required compliance activities designed to ensure a Free and Appropriate Public Education (FAPE) is provided to students. Additionally, will provide an important communication link between Kalamazoo Public Schools and the Kalamazoo RESA to support the timely and accurate completion of required MDE activities.

Performance Responsibilities

1. Assist the district with state complaint processes to ensure an accurate representation of information.
2. Copy, collect and submit documents in Catamaran as requested by MDE and KRESA Program Improvement and Accountability Director within the timelines given by the MDE.
3. In collaboration with the Director of Special Education, Coordinate interviews between district staff, KRESA technical assistance team, and MDE special education staff as requested during MDE OSE compliance activities.
4. In collaboration with the Director of Special Education and KRESA Program Improvement and Accountability Director, plan, coordinate, and implement

- professional development for district staff as it relates to IEP implementation.
5. Collaborate with KRESA Technical Assistance staff through regularly scheduled meetings to ensure compliance tasks are completed accurately to positively impact district results and compliance determinations.
 6. In collaboration with the Director of Special Education and KRESA Program Improvement and Accountability Director to create/support a continuous improvement plan that focuses on IDEA compliant practices throughout the district.
 7. Support mentor teachers and lead teachers in understanding and implementing compliant practices while drafting IEPs and coaching new teachers.
 8. Develop and oversee implementation of onboarding for new teachers specifically related to IEP writing/compliance.
 9. Engage special education staff in proactive monitoring processes to ensure FAPE and educational benefit exists for students with IEPs.
 10. In collaboration with the Director of Special Education and KRESA technical assistance staff, understand and be able to interpret legislation, rules, and regulations in the context of how they relate to systems of support and outcomes for students.
 11. Provide professional development/coaching and technical assistance to special education staff to support positive system change and assurance of FAPE for students with IEPs.
 12. Participate in the evaluation of programs and services to determine validity, viability, and impact on student outcomes.
 13. Know and be able to access the necessary district data through sources such as PowerSchool Special Programs, Catamaran, and Student Information Systems to support response to MDE requests.
 14. Assist the special education department with the activities, data collection, and data analysis necessary to support continuous improvement.
 15. Actively engage with KRESA, MDE and other compliance information sources/connections to effectively communicate/disseminate important guidance and policies related to serving students with disabilities to district special education providers in a timely way.
 16. Edit and maintain the KPS Special Education Manual in collaboration with KRESA and district leadership.
 17. Facilitate data collection for state reporting.
 18. Assist the Special Education Director and Special Education Coordinators with proactive problem solving and conflict resolution with families.
 19. Maintain regular and consistent attendance.
 20. Other duties as assigned.

Minimum Qualifications

1. Master's degree and Full approval in at least one area of special education.
2. Must possess or be willing to obtain Michigan K-12 Administration Certification.
3. Proven ability to work well in a team environment.
4. Full approval as a special education teacher consultant with five to ten (5-10) years related experience and/or full approval as a school psychologist with five to ten (5-10) years experience.

Desirable Qualifications

1. Successful experience in a diverse urban school district.
2. Knowledge and understanding of the Kalamazoo Public Schools and its operations.
3. Knowledge of Charlotte Danielson's Framework for Teaching.

Please apply online at www.kpsjobs.com

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