

JOB PROFILE: Coordinator of Special and Gifted Education
Reports to: Director of Student Services

Classification: Administration

Hours/Day: 8

Type/Days/Year: 260

Purpose/Summary

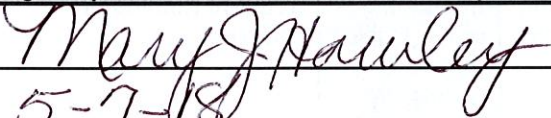
Under the general supervision of the Director of Student Services, the Coordinator carries out the implementation and administration of the school district's student services programs in the areas of special education and gifted education. Works in conformance with district policies and state objectives, as well as applicable law.

Essential Duties and Responsibilities

- Assists in developing and administering the school district's special education, gifted education and 504 programs consistent with school district goals and objectives, as well as federal and state laws and regulations.
- Performs personnel functions to include the recruitment, selection, training, professional development, observation, evaluations, and staffing assignments in special education and gifted education programs and services for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Ensures IEPs, GIEPs, and 504 Accommodation Plans are developmentally appropriate, curriculum/standards-based, strength-based, and relevant to individual students. Participates in IEP, GIEP, and 504 Accommodation Plan meetings.
- Works to maintain school and LEA tracking and data system that includes: student information related to IEPs, GIEPs, 504 Accommodation Plans, service hours, evaluations, MDT or GMDT referrals, time lines in which evaluations were completed and documented discipline incidents.
- Supports the planning and implementation of special education initiatives. Integrates new developments, research findings and best practices into ongoing programs and new initiatives.
- Oversees special education inventory of equipment / materials.
- Identifies and develops appropriate curriculum and school-based assessments to support the academic growth of students with IEPs, GIEPs, and 504 Accommodation Plans.
- Gathers and reports data for all reporting requirements concerning students with IEPs/504 plans and other required reports (to the State, Department of Education, census, grant applications, annual report, etc.). Ensures the accuracy of student information as it pertains to the filing of necessary reports with the utmost confidentiality and compliance with FERPA, federal and state regulations.
- Maintains a high level of knowledge regarding developing special education and gifted education issues such as changes in federal, state and local special education policy and advocates for enhanced programming with school leadership.
- Establishes and maintains communication with parents and guardians of students and engages parents and families in their student's learning.
- Facilitates workshops / meetings for parents and guardians, as well as identifies resources for parents of students with special needs.
- Assists in the assignment of students into special education sections and assists in coordinating all school district gifted support programs.
- Assists in the preparation of the budget related to special education and gifted programs.
- Reviews requisitions for special education curriculum materials, supplies, and equipment and makes recommendations regarding approval.
- Supervises and coordinates ACCESS reimbursement for Medicaid eligible students who receive services through their Individual Educational Programs (IEPs).
- Keeps abreast of developments in the fields of special education, student assessment, and gifted education programs; keeps other school district staff informed of developments in the field as well as

<p>changes in laws or regulations in areas of responsibility.</p> <ul style="list-style-type: none"> • Coordinates and attends meetings with District staff and parents, serves on committees, and conducts professional development as needed to fulfill responsibilities. • Continually enhances and manages communication with all parents or guardians, staff and administration. Responds to all parental inquiries and concerns within a timely manner. • Participates as a member of various advisory committees and represents the District as the community's advocate (e.g. informal hearing officer for parents who request mediation) for the purpose of representing children, and the well-being of all children who are gifted or disabled, and for parent and community involvement. • Assists fellow administrators in addressing issues and concerns with student behavior as it relates to safety and classroom functionality. • Fulfills other duties and tasks assigned by the Director of Student Services.
<p>Education and/or Experience</p> <p>Bachelor's Degree in Special Education or Psychology required. Advanced Degree in Special Education or Psychology preferred. Five years' teaching experience and/or five years' experience in educational administration required.</p>
<p>Certifications, Licenses, Registrations</p> <p>Valid PA driver's license required. Current PA Teaching Certification in Special Education or Certification as a School Psychologist. Act 34/151/114/126/168 Clearances/Certifications required.</p>
<p>Qualification Requirements</p> <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.</i></p>
<p>Knowledge and Abilities</p> <p>Knowledge of the K-12 academic environment with emphasis and expertise in the areas of psychological services, school counseling, health services, student assistance, special education, and gifted education. Strong working knowledge of Pennsylvania and Federal education laws/regulations and policies; including IDEIA, Chapter 15 Regulations, Chapter 14 Regulations, and Chapter 16 Regulations, Section 504 of the Rehabilitation Act of 1973, and ESSA.</p> <p><i>Academic Skills</i> – An advanced understanding of instructional strategies for students with autism, developmental delay, specific learning disabilities, and behavior disorders. Ability to apply State and federal laws and regulations and to understand industry trends, generate updated policies and procedures. Knowledge and skills to apply said laws, regulations and procedures efficiently and effectively. Ability to read and interpret legal guidelines and expectations diplomatically. Ability to implement strategies to support all aspects of student services.</p> <p><i>Language Skills</i> – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze, and interpret information in order to communicate effectively with District staff. Strong ability to write effectively for numerous applications.</p> <p><i>Math Skills</i> – Knowledge of computational mathematics as it relates to budgets, projections, and trends. Ability to think creatively and develop ideas for reducing costs.</p> <p><i>Technology Skills</i> – Ability to apply best practice technology to create efficiencies, improvements, and enhanced outcomes. Demonstrated competency with large data bases and ability to manage confidential information. Ability to develop spreadsheets to manage and provide data as requested.</p>

Other Skills and Abilities				
<p>Excellent supervisory, administrative, communication, interpersonal, and leadership skills. Organizational skills in handling and directing multiple and complex assignments and projects. Ability to respond to common inquiries or complaints from employees. Ability to work with multiple stakeholders, diverse populations, and handle challenging situations in a calm and supportive manner. Skill in working effectively in a team environment with a customer service focus. Ability to maintain diplomacy through problem-solving and creative thinking. Ability to present to large and small groups in a public setting.</p>				
Physical Demands				
<p><i>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. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>				
Primary Work Location				
Office Environment			Shop	
Classroom			Vehicle	
Outdoors			Travel	
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Physical and Non-Physical Demands Key				
C=Continuously 2/3 or more of the time.	F=Frequently From 1/3 to 2/3 of the time.	O=Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week.	N=Never Never occurs.
Standing	O	Crawling	N	
Sitting	F	Bending	R	
Walking	F	Twisting	R	
Lifting	O	Climbing	R	
Carrying	O	Balancing	R	
Pushing/Pulling	O	Vision	C	
Reaching	F	Hearing	C	
Handling	F	Talking	C	
Fine Dexterity	C	Foot controls	N	
Kneeling	R	Working Closely with Others/Teamwork	C	
Crouching	R	Tedious or Exacting Work	C	
Time Pressures	C	Noisy or Distracting Environment	F	
Emergency Situations	F	Multi-Building Travel	F	
Frequent Change of Tasks	F	Other (Specify):		
Irregular Work Schedule/Overtime	F	Other (Specify):		
Simultaneous Multi Tasks	C	Other (Specify):		
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.				
Director of Human Resources Signature				
Date of Approval		5-7-18		