



La Academia de Estrellas
 Charter School
Where Students Shine!

	Job Title:	Special Education Coordinator	Reports To:	Business Manager
	Location:	Charter Administration	Hours:	As Needed
	Job Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

This position directs the charter’s special education program to ensure the provision of needed services for special needs students. Work to provide individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

Duties

These statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned.

Instructional and Program Management

- Direct and manage special education programs and services to meet students’ needs.
- Ensure that student progress is evaluated on a systematic basis and that the findings are used to make special education program more effective.
- Ensure the use of technology in the teaching-learning process.
- Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
- Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.
- Manage the special education referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.
- Supervise and monitor the admission, review, and dismissal (ARD) process across all campuses.
- Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to charter procedures.



- Supervise transition services for special education students entering and exiting public school programs.
- Provide leadership in the formulation and implementation of contracts for special education students receiving services outside of the charter.
- Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.
- Serve as a resource person in the design and equipping of facilities for students with disabilities.
- Ensure that curriculum renewal is continuous and responsive to student needs.

Student Management

- Demonstrate support for the charter's student management policies and expected student behavior related to the special education program.
- Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.

Policy, Reports, and Law

- Recommend sound policies to improve the program.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of special education.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget and Inventory

- Administer the special education department budget and ensure that programs are cost-effective and funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.
- Approve and forward purchase orders for the special education department to the accounting department.
- Prepare and submit standard applications for federal funds to Texas Education Agency.

Personnel Management

- Develop training options and/or improvement plans to ensure exemplary operations in the special education area.
- Work in collaboration with campus principals to evaluate the job performance of employees.
- Participate in the recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Communication and Community Relations



- Serve as charter liaison to community agencies providing services to students and notify parents and students of available services.
- Participate in professional organizations and serve on community boards.
- Articulate the charter's mission and goals in the area of special education to the community and solicit its support in realizing the mission.
- Demonstrate awareness of charter-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of federal and state special education law
- Strong organizational skills and ability to multitask
- Understanding of individual needs of special needs students
- Ability to communicate with all levels of special needs students and their parents
- Ability to implement policy and procedures
- Ability to review and/or prepare reports for accuracy (FIE, IEP, ARD etc.)
- Ability to understand and interpret data
- Ability to manage budget and personnel in collaboration with charter personnel
- Strong communication and interpersonal skills

Requirements

- Bachelor's degree and Special Education certification
- Master's degree in related field preferred
- 3 or more years special education teaching experience required
- Coordinator experience preferred



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

____ I am able to perform the essential functions of the job.

____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYMENT POSITION: _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____



La Academia de Estrellas



SUPERVISOR SIGNATURE: _____

Date reviewed: _____