



## OPERATIONS COORDINATOR IV: SPECIAL EDUCATION

### DEFINITION:

Under the direction of the Executive Director of Special Education, the Coordinator IV of Special Education is responsible for the implementation of educational programs for students who qualify for special education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Serves as program coordinator for special education programs including program planning, training, implementation and evaluation of special education programming

Provides training and overall direction to Special Education staff in order to support teams in developing IEPs based on student needs

Facilitates, assesses and monitors Extended School Year programming

Develops, analyzes, and maintains student data in order to make recommendations for staffing allocations

Conducts appropriate training for staff, parents, and other stakeholders concerning special education programming and compliance

Supervises and evaluates special education staff including itinerant certificated staff

Meets regularly with special education staff and sit T0 -1.24 Td(a)-1 (p)-2 (p)-4 (p)-2 (r)3(i)1 (a)-1 (t)-2.5e)9 (i)0.9

### KNOWLEDGE OF:

KnowAbility to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff

Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints

Ability to analyze complex situations and prepare response alternatives for consideration by decision--