

Gladewater ISD

November 2011

POSITION TITLE:	Special Education Coordinator
CAMPUS:	All Campuses
SALARY RANGE:	Commensurate with GISD Pay Scale – 207 days
SUPERVISOR:	Director of Gregg County SPED Cooperative
DISTRICT SUPERVISOR:	GISD Assistant Superintendent

PRIMARY PURPOSE: Assist with the direction of the district's special education program to ensure provision of needed services for special needs students. Work to facilitate successful implementation of individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

Master's degree from an accredited university (preferred)
Valid Texas Teacher Certificate in a special education related field
PDAS Appraiser

SPECIAL KNOWLEDGE/SKILLS:

Strong organizational, communication, and interpersonal skills
Knowledge of the needs of all areas of special education
Knowledge of budget design and administration
Communication skills with the ability to understand needs of students, teachers, administrators, and community
Organizational and time management skills
Knowledge of legal requirements related to special education
Ability to evaluate special education programs/services and effectiveness of service providers

EXPERIENCE:

Minimum of three (3) years teaching experience
Background in special education

SALARY:

Based on Sabine ISD's pay scale

RESPONSIBILITIES:

- Ensures the implementation of the district curriculum in special education classrooms, including any needed modifications
- Works cooperatively with all school personnel to foster a positive, caring environment for learning
- Analyzes data using a variety of strategies and appropriately applies data in making special education program decisions

- Expects and communicates to all staff high instructional standards that are a prerequisite for continuous programmatic and instructional improvement
- Implements the policies established by federal and state law, State Board of Education rule, and local board policy for special education services
- Obtains and uses evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness
- Serves as an instructional leader and consultant in curriculum planning, design and development for all STAAR Alt students
- Assists in providing continuity in the instructional program, ensuring successful integration of students with disabilities into regular classes when appropriate
- Participates in all ARD meetings for students taking the STAAR Alt assessment and all residential facility students
- Participates in other ARD meetings, when needed, to ensure appropriate placement and development of individualized education programs for students according to District procedures
- Assists in preparation of written reports and proposals which are required by federal, state, and local agencies
- Works with appropriate staff to develop, maintain, and revise special education modified curriculum documents based on systematic review and analysis
- Supports campus administrators/teachers in the implementation of district curriculum as it related to meeting the needs of students requiring curricular accommodations/modifications for STAAR Alt students
- Communicates and advises the professional staff on the implementation of federal, state, and local requirements for positive behavior supports and discipline of students with disabilities
- Conducts and supports training to ensure implementation of horizontal and vertical implementation of district curriculum plans related to meeting the needs of students receiving special education services
- Maintains current knowledge in innovative and effective curriculum practices related to special education services through professional learning activities (e.g. reading, attendance at conferences)
- Provides training and support for teachers/administrators with the implementation and proactive use of all local and state accountability/assessment instruments related to students receiving STAAR Alt state assessment
- Communicates a level of high expectation through the utilization of the district's appraisal process in an effort to positively influence student achievement
- Conducts effective formative and summative conferences that focus on the professional growth of the individuals supervised
- Provides for two-way communication with principals, teachers, staff, parents, community, and residential facility
- Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, community, and residential facility
- Articulates the district's mission, instructional philosophy, and curriculum implementation strategies related to special education services to the community and solicits its support

- Serves as District liaison to community agencies providing services to students and notify parents and students of available services
- Models behavior that demonstrates the highest level of personal and professional ethics
- Demonstrates the highest level of integrity at all times
- Models responsible management of confidential information as it relates to all professional matters and encourages the same behavior by all school personnel
- Regularly recognizes and acknowledges exemplary performances by staff members
- Takes the initiative to develop needed professional skills appropriate to job assignments including completing annual review of PDAS training
- Completes the annual PDAS appraisal on all self-contained special education teachers
- Assists in compiling budgets and cost estimates based on documented program needs
- Assists in developing graduation plans and is knowledgeable of the requirements of the Academic Achievement Record
- Attends and participates in all mandatory meetings of the Gregg SPED Cooperative
- Successfully performs other duties and responsibilities as assigned by the District and the Director of the Gregg County SPED Cooperative

The Gladewater ISD/Gregg County SPED Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs/activities and/or employment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Special Education Coordinator Signature _____ Date _____

Assistant Superintendent's Signature _____ Date _____

Director of Gregg County SPED Cooperative _____ Date _____