

Special Education Coordinator Job Description

A. Qualifications

1. Experience in the field of special education.
2. Knowledge of special education federal and Maine law, regulations, and procedures.
3. Ability to work effectively with students, parents, and school personnel.
4. Excellent communication, interpersonal, and organizational skills.

B. Responsibilities

1. Consults with teacher, parents, and Superintendent on a regular basis
2. Communicates via e-mail or telephone at any time as needed.
3. Serves as liaison between the School Committee, the Department of Education, and specialists as needed.
4. Communicates with Guidance Consultant and/or school nurse when desirable.
5. Observes students, reviews records, maintains files, drafts required and related policies and procedures in special education.
6. Attends Special Education and 504 meetings as necessary.
7. Keeps informed of all legal requirements governing special education.
8. Evaluates programs for special needs students and recommends changes as needed.
9. Completes and submits state and federal special education documents.
10. Recommends budgetary needs to support the special education program.
11. Performs other tasks as may from time to time be assigned by the Superintendent.

C. Responsible to the Superintendent and School Committee

Adopted: 09/26/05 by J. Boegel, M. Chioffi, & J. Stevens

Revised: 02/25/08 by J. Boegel, M. Chioffi, & J. Stevens