

## ***JOB DESCRIPTIONS***

Fairfield Public Schools

<b>Position Title:</b>	<b>Coordinator of Special Education Grades 6-8</b>
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**REPORTS TO:** Executive Director of Special Education and Student Services

**Work Year:** 12 Months

### **QUALIFICATIONS:**

- A. Current Connecticut Certification Educational Leadership (092)**
- B. Current Connecticut Certification in Special Education or a related field**
- C. Proven ability to effectively supervise and evaluate certified and non-certified staff in compliance with district and state standards**
- D. Ability to lead school/program improvement efforts**
- E. Knowledge of all aspects of quality instruction, assessment and intervention**
- F. Excellent communication and consultative skills**
- G. Ability to influence adult learning and behavior**
- H. Evidence of practice within ethical standards established for the profession**
- I. Effective communication and interpersonal skills**
- J. Effective conflict resolution skills**
- K. High degree of initiative and ability to work independently and follow through on commitments**
- L. Ability to develop and maintain positive and proactive relationships with staff, administration, parents, and community**
- M. Ability to set and meet measurable goals for student achievement within a continuous improvement model**
- N. Ability to manage and excel in a complex and fast paced work environment**
- O. Ability to assure compliance with all district policies and procedure, and all state and federal regulations**

### **JOB GOAL:**

To provide leadership, technical assistance, and support for all grade 6-8 school communities in collaboration with students, parents, staff, and administration in serving the needs of students with disabilities.

### **PERFORMANCE RESPONSIBILITIES:**

- Works with school/district teams to design, monitor, and evaluate evidence – based instructional programs.

- Uses, with ease, technology to support learning, and efficiency and holds others accountable to do so as well.
- Actively participates as a member of the Joint Middle School and District Leadership Teams
- Supervises the writing and implementation of protocols for instruction and behavior management from a results perspective.
- Establishes standards for effective data collection and reporting
- Holds staff accountable for meeting all reporting standards
- Meets regularly with student-centered teams and participates in the review, progress monitoring, and problem solving processes.
- Serves as a professional resource to teachers, pupil services staff, and administrators on matters concerning effective instructional and behavioral services for students.
- Identifies programming, training, and staffing needs in the district and communicates them to the Director of Special Education and Pupil Services.
- Provides accurate and timely data to district leadership, SDOE, Federal Government as requested.
- Maintains confidential data and records regarding services as required.
- Assists in the preparation of budget requests for the Director of Pupil and Special Education Services and building administrators.
- Provides leadership in developing and implementing Individual Educational Programs (IEPs) through:
  - Consults with the Special Education staff prior to PPT's and annual reviews.
  - Participates in select PPT's and annual reviews.
  - Supports the administrative staff in implementing IEP's.
  - Participates in problem solving difficult cases.
- Uses data to analyze the success of the special education program and make continuous improvement decisions as appropriate.
- Researches and evaluates new educational programs and applies appropriate findings to satisfy local needs.
- Conducts annual needs assessments regarding professional development and program improvement
- Trains staff in evidence-based practices.
- Insures implementation fidelity of programs and services for students with disabilities.
- Plans and presents effective adult learning models and competency-based trainings to staff on topics related to quality educational programs for students with a wide range of disabilities.
- Instruction in the effective use of the district's IEP web-based application.
- Reviews IEP documentation and provides feedback to staff to improve quality and ensure compliance.
- Provides regularly scheduled workshops to parents on topics related to raising a child with a disability.

- Represents the Fairfield Public Schools with distinction.
- Assists the Director of Pupil and Special Education Services with the interpretation of the special education program in the community.
- Encourages the participation of community resource personnel in educational programs.
- Coordinates information on special education transportation.
- Facilitates the transition of special education students between grade levels, schools and programs.
- Assists building administrators in the professional evaluation process.
- Participates in Due Process litigation when required
- Monitors programs and placement for out-of-district tuition students and serves as liaison for PPT planning.
- Provides program and procedural orientation to new special education staff.
- Confers with administrators periodically regarding programs, students, special education staffing, etc.
- Participates in special education state and area meetings as requested.
- Performs other duties as may be assigned by the Director.

7/2017

5/2015