

FAIRFIELD PUBLIC SCHOOLS

JOB DESCRIPTION

- I. JOB TITLE: Coordinator - Special Education for High Schools
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator Certificate and Special Education Certification
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Executive Director, Special Education & Special Programs
- V. JOB GOALS: To provide leadership for the Special Education Programs in the schools, in cooperation with the school administration, and assist in compliance with federal and state special education laws and regulations.
- VI. MAJOR RESPONSIBILITIES:
 - A. Administration
 1. To plan and conduct department meetings, professional development meetings and team meetings.
 2. To assist in the preparation of budget requests for the Executive Director of Special Education & Special Programs and building administrators.
 3. To suggest needs for federal and state program funds to the Executive Director of Special Education & Special Programs.
 4. To provide leadership in developing and implementing Individual Educational Programs (IEPs) through:
 - a) Consulting with the Special Education staff prior to PPT and annual reviews.
 - b) Participating in the PPT's and annual reviews.
 - c) Supporting the administrative staff in implementing IEPs.
 - d) Problem solving difficult cases.
 - e) Reviewing all IEP documentation.
 - f) Monitoring and updating IEP class rosters.
 - g) Providing and coordinating information on special education transportation.
 5. To work in cooperation with the school administration regarding the scheduling of students with disabilities.
 6. To facilitate the transition of students with disabilities between grade levels, schools and programs.
 7. To assist the Executive Director of Special Education & Special Programs with the interpretation of the special education program in the community.
 8. Encourage the participation of community resource personnel in educational programs.
 9. To participate in special education state and area meetings as requested.
 10. To be active in parent organizations such as SEPTA.
 11. To provide information about special education programs to parents of student with disabilities in the Fairfield Public Schools who are considering residency in Fairfield.

B. Curriculum Development

1. To assist in development of special education curriculum Pre-K-12 for all disability areas.
2. To identify special education student needs within the program and assist teachers in developing individual remedial strategies.
3. To research and evaluate new educational programs and apply appropriate findings to satisfy local needs.
4. To identify professional growth needs and provide appropriate programs.
5. To integrate related services such as speech and language, physical and occupational therapy with the Special Education Program.
6. To assist the special education staff in planning and implementing the classroom program.
7. To assist members of the entire staff in the identification process for special education students.
8. To assist building administrator in the professional evaluation process.
9. To be a member of the Central Planning & Placement Team, recommend appropriate components for IEP's, and participate in Due Process litigation when required
10. To monitor programs and placement for out-of-district tuition students and serve as liaison for PPT planning.

C. Resource Responsibilities

1. To provide program and procedural orientation to the new special education staff.
2. To review and recommend new materials, books and programs to teachers and administrators.
3. To confer with administrators periodically regarding programs, students, special education staffing, etc.
4. To provide assistance to staff as requested.
5. Share current information regarding the national and state laws and regulations.
6. To coordinate parent-training programs regarding special education and provide assistance in understanding their child's special needs if needed.
7. To assist in the identification of new special education students and assist appropriate placements for new referrals.

D. Program Course Evaluation

1. Manage the use of the District's IEP system.
2. Collaborate with school administrators regarding program evaluation and improvement.