Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Coordinator of Special Education

Reports to: Director of Student Services

Purposes and Objectives of the Position:

The Coordinator of Special Education facilitates the process of assisting teachers and building leaders in the special education department to accommodate the unique learning needs of students with exceptionalities.

Qualifications:

As set by Kansas State Board of Education for the specified administrative assignment for special education.

- Minimum seven years of experience working with students with exceptionalities (as a teacher, related service provider, or school psychologist) in teaching and/or school administration is preferred.
- Master's Degree.
- A valid administration and special education license issued by the Kansas State Board of Education.

General Duties and Requirements

- Coordinates special services and programs in buildings, to ensure the provision of special education services in accordance with professional standards and in compliance with state and federal regulations.

- Acts as a support and contact for families of students receiving special education services.

- Confers with district administrators, teachers, and parents on a regular basis to assist with maximizing the effectiveness of provided special education services.

- Supports the development of classroom environments that are conducive to learning and appropriate to the maturity and interests of special education students.

- Assesses the accomplishments of staff and assists with staff evaluations for both certified and classified staff. Personnel responsibilities include screening of special education applicants, staff appraisal processes including professional growth plans, development of professional development goals and monitoring staffing projections based on student caseload demographics.

- Supports the referral and diagnosis of students with learning difficulties; seeks assistance from district specialists as required.

- Administrates the implementation of all policies and/or rules governing student conduct. Assists with administration of MDRs (Manifestation Determination Reviews) under both IDEA and Section 504.
- Facilitates IEP team meetings when teams are failing to reach consensus.
- Monitors the fidelity of MTSS interventions in early childhood classrooms and K-12 special education settings.

Staff Development

- Provides leadership and professional development to general and special education building staff, district and building general education administrators on special education policies, processes, and procedures under IDEA.
- Collaborate with administrators in planning and implementing staff development activities that will enable all staff to have the necessary skills and understandings to carry out their assigned jobs.
- Provide coaching and mentoring of staff.
- Facilitate instructional coaching for teachers and para educators.

Program Evaluation

- Continuously monitor the status and needs of the special education services in relation to federal and state regulations, judicial interpretations, and local district school improvement plans.
- Collaborate with the administrative team and local district administrators in developing recommendations concerning changes in policies, procedures, or job descriptions necessary to assure compliance and quality services.
- Provide technical assistance and problem solving to assure compliance and quality services.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.