

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
COORDINATOR OF SPECIAL EDUCATION & TEAM CHAIR

REPORTS TO: Director of Special Education

QUALIFICATIONS:

Licensure as a Special Education Administrator required
Licensure as a Special Education Teacher required

RESPONSIBILITIES:

- 1) Assist with the district supervision and evaluation model, including evaluating faculty and staff as assigned by the Principal.
- 2) Oversee Evaluation Team Leaders (Team Chairs) and School Psychologists
- 3) Oversee Special Education Liaisons and Related Service providers with regard to Team Process and compliance
- 4) Schedule, organize and chair IEP teams to determine eligibility for special education services in collaboration with the student, parents/guardians, special and general education staff, and other appropriate team members
- 5) Facilitate IEP teams for students currently in special education through coordination and collaboration with Team Chairs in the district
- 6) In collaboration with evaluators, coordinate the evaluation of students referred for and already participating in the special education programs
- 7) Develop the initial IEP for any student determined eligible for special education
- 8) Record and maintain accurate data for students referred for evaluation, receiving services, termination of services, IEP amendments, extended evaluations, etc.
- 9) Ensure compliance with timelines by submitting and tracking all IEPs from data entry through parent distribution and acceptance
- 10) Facilitate educational assessments and notify evaluators in the area of suspected need, including completing a file review and observing the student
- 11) Monitor IEP development, content and timeline adherence
- 12) Facilitate discussions at Team meetings with regard to transition services and track Chapter 688 referrals

- 13) Plan and deliver professional development with regard to IEP development and compliance with regulations, policies and procedures
- 14) Chair Manifestation Determination meetings, as assigned by the Director of Special Education
- 15) Assist with scheduling for special education students' IEP services
- 16) Facilitate parent, student and teacher participation in meetings
- 17) Assist Director with Parent Advisory Council meetings and topics
- 18) Assist with state and district testing schedule and provision of accommodations for special education students for state assessments.
- 19) Collaborate with the Humanities and STEM Directors on the coordination and administration of all District and State assessments.
- 20) Maintain confidential student special education records
- 21) Lead department meetings with regard to those parts of the agenda related to compliance
- 22) Provide input to and participate in the Student Support Team meetings
- 23) Assist with 8th grade transition meetings, as assigned by the Director
- 24) Assist Director with mentoring and induction of new Liaisons
- 25) Share management of difficult cases with the Director
- 26) Serves as a consultant to the District's professional staff on matters pertaining to the education of children with disabilities
- 27) Accept additional responsibilities not inconsistent with the position when requested by the Director of Special Education.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are established by the Superintendent-Director, in accordance with the policies established by the School Committee.