Waco Independent School District
JOB DESCRIPTION

Job Title: Coordinator - Special Education
Wage/Hour Status: Exempt/At-Will (Speech; OT/PT/O&M)

Reports To: Director of Special Education
Pay Grade/Days: 104 / 226

Dept./School: Administration Building
Date Revised: June 2016

Primary Purpose:
To facilitate and assist in the development, implementation, supervision, and evaluation of special education programs and personnel within the framework of school board philosophy and District policy, in accordance with statutes/standards of regulatory agencies, and consistent with administrative regulations and procedures.

Qualifications:

Education/Certification:
1. Master's Degree or higher
2. Valid Texas Certificate or License in the area of Special Education
3. Texas Mid-management, Supervisor, or Principal certificate (preferred)
4. ASHA/CCC (preferred)

Special Knowledge/Skills:
1. Demonstrate ability to communicate effectively in both written form and orally with administrators, teachers, staff, parents, students, and community
2. Knowledge of federal and state laws pertaining to the education of students with disabilities
3. Demonstrate ability to lead, advise, and implement effective programs for individuals with disabilities
4. Evidence of leadership skills, especially in the area of special education
5. Strong written and verbal communication
6. Ability to evaluate the status of compliance, laws, and regulations throughout the District related to special education

Experience:
1. Five years experience in a field related to special education, or administrative/supervisory experience (preferred)
2. Three or more years of teaching experience in a field related to special education (preferred)

Major Responsibilities and Duties:
1. Coordinate integration of the special education programs into the total instructional program.

2. Facilitate and assist special education programs and services to meet students’ needs.

3. Develop a quality special education program through ongoing training, evaluation and coordination of staff.

4. Assist in the development of fiscal/facilities resources to meet student and staff needs in compliance with federal, state and local standards as they apply to special education by ordering appropriate tests and materials for assessment and related services personnel.

5. Provide oversight, supervision and program management of staff in the following areas: Speech Therapy, Occupational Therapy, Physical Therapy, and Contracted Therapy staff.

6. Assist staff in performing and fulfilling requirements for documentation following State and Federal guidelines and timelines, while providing oversight and compliance review.

7. Plan the necessary time, resources, and materials to support staff in accomplishing district goals.

8. Recommend sound policies to improve program.

9. Develop and implement special education processes and policies established by federal and state law, State Board of Education rule, and local board policy in the area of special education.

10. Review and audit staff workloads to ensure service provision.

11. Assist in communicating and promoting collaboration among community, parents, and the school to articulate the district’s missions and goals as they relate to special education.

12. Coordinate therapy and related services staff to meet the needs of Special Education students by following ARD/IEP requirements for students.

13. Coordinate program development and training for Speech/OT/PT/.

14. Coordinate services, workload and staff to provide adequate coverage and support of instructional specialized services for students/campuses.

15. Assist in the compliance of SHARS process for all reimbursable staff.

16. Assist in development and refining therapy and therapy management skills of therapists.

17. Assist supervisees in evaluation of policy, therapy and documentation processes.

18. Perform other duties as assigned.
Supervisory Responsibilities:

Speech Therapists, Occupational Therapists, Physical Therapists, Orientation & Mobility, Bilingual Special Ed Assistant (50%)

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703