

Title: **Special Education and English Learner Coordinator**

Qualifications: **Bachelor Degree in Special Education or Endorsement**
Valid Indiana Teaching License

Terms of Employment: **192 days. Salary based on current pay scale as set by contract negotiations.**

Special Education Coordination

Act as chairperson of the Results Driven Accountability committee.
Attend KASEC coordinator meetings.

Work with KASEC to:

- Advise the corporation administrative staff on all legal issues related to special education policies, procedures and services.
- Advise all regular and special education teaching staff on the legally required provision of services in the general education and special education settings.
- Ensure students receive services for which they are eligible both within and outside of KASEC.
- Advise parents and provide information regarding available special education and related service provisions.
- Provide timely submission of all special education grant expenditures.
- Provide staff training and professional development in areas of staff interest/need.

Oversee maintenance of records related to Special Education students in both Indiana IEP and the corporation student information system. Monitor and spot checks records to assure compliance with law.

Work with building principals/designees to:

- Coordinate Special Education services at the school level.
- Coordinate Special Education teacher assignments and program design.
- Ensure students receive services for which they are eligible.
- Provide services for homebound teaching programs as needed.
- Coordinate with transportation regarding IEP directed services and individual scheduling.
- Interpret laws regarding suspension, expulsion, and follow established policies/guidelines to keep school in compliance in these regards.
- Coordinate move-in IEP conferences and proper provision of services.
- Ensure off and on campus preschools are ready for students' arrival.
- Participate in Case Conference Committee meetings. Complete paperwork for preschool students.

Chair all initial IEP meetings involving eligibility other than SLP only and other IEP meetings when necessary. Attend Preschool Transition Conference conferences. Complete state reports and grants related to special education.

English Learner Coordination

- Implement a variety of assessment instruments to determine eligibility and instructional needs of students.
- Collect and monitor student data and pre-and post-assessments to help drive instruction.
- Provide a variety of situational appropriate instructional techniques and methods.
- Use techniques and methodologies appropriate to student abilities. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
- Organize instruction using learning objectives with clearly defined student outcomes.
- Employ teaching strategies congruent with planned student outcomes. Select teaching strategies emphasizing active student involvement.
- Oversee instructional assistants by creating schedules, lesson plans, and ensuring they are following Title III requirements.
- Attend Individual Learning Plan (ILP) meetings. Complete ILP paperwork
- Review, understand, and implement the requirements of federal mandates, Indiana Department of Education (IDOE) regulations, and Title III. Work with the Director of Student Services to oversee Title III programs' priorities, activities, and plans to ensure program efficiency, accountability, and concordance with division targets and strategic goals.
- Assist the **Director of Student Services** with drafting proposals, handbooks, website information, brochures, **forms**, and other **official** documents.
- Develop and oversee procedures for determining materials and supplies; maintain accurate inventories of items purchased with federal, state, and local funds.
- Communicate, collaborate and coordinate with administrators, families, or community agencies and groups, regarding program questions, suggestions, concerns and/or compliance issues.
- Organize and participate **in** parent and family activities, including the required annual meetings and parent workshops for each school.
- Administer WIDA testing
- Complete state reports and grants related to Title III and English learners.