

# JOB DESCRIPTION

## Cumberland County School District

### SPECIAL EDUCATION SERVICES AND TRANSITION COORDINATOR

#### Purpose Statement

The job of Special Education Services and Transition Coordinator was established for the purpose of coordinating special education program components and related activities between school, systemwide services and outside agencies; providing information to others; implementing and maintaining services within established guidelines and standards.

This job reports to the Director of Special Education

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#### Essential Functions

- Collects proper documentation for the purpose of meeting the required items for program participation and/or parent/guardian approval through review of IEP, attending IEP Team Meetings and following all local state and federal guidelines.
- Collaborates with building principals, special and regular education teachers, outside agencies, etc. for the purpose of identifying student issues, resolving issues, receiving/conveying information, and/or developing individualize methods of instruction.
- Coordinates contracted services for the purpose of delivering services in compliance with established guidelines for OT/PT services.
- Coordinated Special Transportation Accommodations for Students as documented on IEP's.
- Coordinated and adapts special education services and programs as assigned (e.g. IEP's, student observations, implementation of assistive technology, etc.) for the purpose of delivering services which conform to established guidelines while meeting the individual needs of each student.
- Evaluates special education programs and services for the purpose of carrying out and achieving objectives and adapting program components to meet student needs within assigned area(s) of responsibility.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.
- Makes home visits as needed and/or assigned for the purpose of consulting with parents, transition planning, assessing students, and/or receiving/conveying information.
- Consults/Trains vision students, teachers, and staff; monitors services, and provides vision modifications.
- Provides training for FM systems; Reviews Audiologist reports and provides equipment as needed.
- Provides expertise as an Assistive Technology Practitioner (ATP; Completes AT Assessment and provides materials as needed for support in the classroom.
- Directs Baby Birds Learning Center, which includes determining if center is compliant with state rules and regulations, reviewing daily logs on each child, reviewing staff/children ratio daily, and providing staff meetings/trainings.
- Coordinates ongoing compliance monitoring of IEP's that includes reviewing documents to ensure delivery of quality programs, IDEA and ADA Compliance at the District, State and Federal Level.
- Training and ongoing Mentor for special education teachers.
- Represents the District in IEP meetings when appropriate to ensure compliance with the IDEA and local policies, appropriate placement and services monitoring through required State and local training and meetings.
- Supports teachers and students in a variety of work sites according to program guidelines.
- Serves as liaison with State Agencies in the support of individual student development and transitional goals.
- Other duties as assigned by the Supervisor of Special Education.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects' and using pertinent applications.

KNOWLEDGE is required to speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, community resources, district policies and regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with exposure to risk of injury and or illness and in varying environmental conditions.

**Experience** 5 years of job related experience is desired

**Education** Master's or above in Special Education or related field

### **Requirement**

This is a certified position.

### **Continuing Educ. / Training**

Maintain Licensure

### **Certificates & Licenses**

Teacher's Certification and/or License

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**