

JOB TITLE: **COORDINATOR, DEPARTMENT OF INSTRUCTION
SPECIAL EDUCATION**

REPORTS TO: Director, Department of Instruction

POSITION PURPOSE:

Responsible for supervision, evaluation, and coordination of the instructional activities of personnel within one or more sections, including program design, implementation and evaluation of program goals and objectives. Responsible for a section as indicated on the organizational chart of the District.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL JOB FUNCTIONS:

1. Submit budget information to Director, Department of Instruction, based upon previously established guidelines and priorities and to participate in the continuing development of that budget.
2. Assist the Director, Department of Instruction, in preparing and implementing program/service objectives for the section(s).
3. Work with other Multnomah Education Service District departments and other agencies.
4. Implement and monitor programs and services in sectional programs as approved with the immediate supervisor.
5. Assist with the purchase and monitoring of instructional materials for program sections to assure appropriateness of selections to meet student needs.
6. Provide agency, department, program and district information to the immediate supervisor.

7. Make recommendations to the Director, Department of Instruction, regarding selection, assignment, and other personnel matters relating to staff.
8. Evaluate the personnel within the section(s) and to develop and implement staff improvement plans as needed
9. Assist the Director, Department of Instruction, in the management of section(s), according to written Administrative Guidelines.
10. Assist the Director, Department of Instruction, in the administration of rules, regulations and procedures within the policy structure of the ESD for the operation of that section(s).
11. Observe instructional activities in classrooms and/or itinerant staff.
12. Provide instructional supervision to staff in planning academic and behavioral programs for individual children.
13. Meet with school district personnel and related agency personnel as directed.
14. Assist in processing referrals and follow-up activity concerning students.
15. Keep the Director up-to-date and informed on all decisions and actions (verbal and written) affecting the program.
16. Assist the Director, Department of Instruction, in the development of resolutions and other projects.
17. Attend Special Education Advisory Committee meetings and disseminate information regarding programs.
18. Conduct staff meetings
19. Manage collective bargaining contracts within the section according to written administrative guidelines.

OTHER JOB FUNCTIONS:

1. Act as a resource person.
2. Attend staff and administrative meetings.
3. Maintain records and write reports.
4. Conduct parent conferences as needed.
5. Transport students as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to objectively evaluate and document student learning, staff performance and the achievement of program objectives.
- To have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Knowledge, training or experience in computer-assisted instruction, instructional computer software, computer hardware, data processing, word processing and programming.
- Valid driver's license, and own transportation.
- Driving record acceptable to agency carrier.
- Training or experience in writing, compiling, editing, organizing and implementing developmentally-based academic and behavioral curriculum.

EDUCATION & EXPERIENCE:

Five years' successful teaching experience with one or more of the following student populations: Non-English Speaking, Speech Impaired, Learning Disabled, Emotionally Handicapped and Multi-handicapped, and administrative/supervisory experience in Special Education. Valid Oregon Personnel Service License with supervisor endorsement or valid Oregon Administrative License with principal, vice principal or administrator endorsement. Training and experience in prescriptive education and precision teaching techniques including task analysis, sequencing, cueing, measurable objective writing, baselining, criteria-referenced testing and data-based classrooms.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.