

SPECIAL EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for establishing and maintaining lines of communication between special education students, their parents, school administrators, and teachers in order to accomplish the goals of their special educational and culturally related academic needs. The work is performed under the general supervision of the Superintendent in accordance with policies and objectives established by a Committee on Special Education/Committee on Preschool Education and the school board. A Special Education Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the school concerning attendance problems of special education students by consulting with teachers, students and parents;
- Expresses concerns of special education parents to school officials, and members of the community- maintaining confidentiality at all times;
- Assists teachers and others in developing an awareness of the needs of special education students;
- Assists teachers by identifying, bringing-in, and utilizing resources that promote academic success balanced with social emotional support;
- Assists the Committee on Special Education/Committee on Preschool Education chairperson with all meetings. Attends meetings of the Committee on Special Education/Committee on Preschool Education.
- Advises students and the Committee on Special Education/Committee on Preschool Education of special education, educational programs which may benefit students;
- Provides outside resources to parents and students;
- Maintains records concerning absentee, school drop-out rates, and educational plans of special education students;
- Prepares correspondence and reports;
- May assist in developing grant-in-aid proposals
- Oversees maintenance of data base.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Excellent knowledge of special education, working knowledge of the concepts related to the cultural, environmental, and personal factors influencing the lives of special education students; ability to effectively communicate the goals and interest of special education students; ability to establish and maintain effective interpersonal relationships; ability to understand and prepare written material; tact and understanding; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience involving either the planning, support, or delivery of services or programs to the special education population.

NOTE: Study at a regionally accredited or New York State registered college or university which includes 18 semester credit hours in education, sociology, psychology, human services, anthropology, or related field may be substituted for the experience required above with 30 semester credit hours equal to one year of experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT/BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

adopted: 3/19/09