

**SPECIAL EDUCATION COORDINATOR
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To manage all aspects of the special education program at Ben Davis High School in collaboration with the principal or his/her designee.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates the Supervisor of Special Education Case Conferences at Ben Davis High School.
2. Administers and ensures compliance with District policies and state and federal special education regulations.
3. Provides training and professional development for staff in accordance with Article 7, District plans, school improvement plans, and IDEA.
4. Supervises, assigns, and evaluates special education paraprofessionals.
5. Supervises, assigns and evaluates special education teachers.
6. Manages and implements all federal and state reporting requirements, including disproportionality.
7. Supports Supervisor of Special Education Case Conferences to ensure accuracy of data reporting in the IEP management system. Ensures accuracy of data reporting in the student information system, as well as special education state reports.
8. Evaluates the effectiveness of the high school special education program.
9. Provides special education staff with training on inclusive practices and monitors the effectiveness of the program.
10. Develops and implements a school to work transition program for students with mild cognitive disabilities.
11. Provides opportunities for parents to participate in the educational program.
12. Develops and maintains partnerships with community organizations serving students with disabilities, including the Best Buddies program.

13. Manages the statewide testing programs for students with disabilities to ensure appropriate accommodations are provided and that assessments are completed in accordance with state regulations.
14. Ensures that the state and federal regulations for providing a Summary of Performance are met for each student upon exiting the program.
15. Trains special education staff and implements the web based IEP and caseload management program.
16. Supervises extracurricular activities as assigned by the principal or his or her designee
17. Actively participates in groups or committees as assigned by the principal.
18. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: March 2016