

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Special Education Coordinator</b>
<b>Reports To:</b>	Director of Pupil Services
<b>Position Status :</b>	220 day administrative contract (Section 3319.02 – ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	Provide leadership and coordinate appropriate services for the student population of the District and administer the necessary instructional, support, and auxiliary services.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid Ohio teaching license in special education and Ohio Supervisor license (Administrative license in Administration or Pupil Personnel Admin. Preferred)</li> <li>2. Master's degree (or higher from an accredited college or university..</li> <li>3. Successful experience as a special educator.</li> <li>4. Knowledge of Ohio School Law and special education law.</li> <li>5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Good health, high moral character, and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, school staff, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Assist with the administration of Pupil Services programs in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. * Assist with the coordination of the programs of school psychology services, special education services, occupational/physical therapy services, speech and language services, special transportation services, extended school year programs, home instruction, EdChoice Scholarship Program, Mayfield Virtual Academy , and other related services provided to students with disabilities.</li> <li>3. * Supervise the early childhood/preschool program.</li> <li>4. * Collect necessary data, keep records, and submit reports for services provided through pupil services as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.</li> <li>5. * Oversee the identification of exceptional children.</li> <li>6. Coordinate and supervise state and local assessment programs (standardized and alternate assessment) for students with disabilities.</li> </ol>	

7. Serve as the District representative at IEP meetings.
8. Administer Manifestation Determination and Functional Behavior Assessment procedures.
9. Assist in the recruitment, selection, and development of support and instructional personnel for the pupil services programs.
10. \* Supervise and assist with the evaluation of instructional and support pupil services staff.
11. Plan and conduct appropriate professional development programs for pupil services staff.
12. Provide information and consultation to District personnel regarding state and federal laws, regulations, and issues involved with the identification and delivery of services to students with disabilities.
13. \* Maintain organization, control of student behavior and discipline, and a positive learning environment.
14. Develop and maintain positive relationships and timely communications with students, parents, District staff, and the community.
15. Provide input for budget preparation and oversee implementation of program budgets.
16. Requisition and acquire material, supplies, and equipment as needed to carry out program.
17. Supervise services to students with disabilities in non-public schools and out-of district placements.
18. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
19. Assist with the preparation and administration of grant proposals and programs, including Title VI-B, school-age and pre-school federal projects, and assist with CCIP grant application and reporting.
20. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
21. Respond to specific requests from the Director on matters affecting the program and operation of the District.

#### **Other Professional Expectations:**

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Keep up-to-date and knowledgeable of educational issues, pupil services issues, and District-related matters.
3. Instill in students and staff the belief in and practice of ethical principles and democratic values.
4. Perform other job functions as assigned.

#### **Additional Working Conditions:**

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**