

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for High School Special Education  
**Reports To:** Director for Special Education, Coordinator for Special Education Campus Operations, and Principal  
**FLSA Status:** Exempt

### **SUMMARY**

Coordinates the high school special education services and supports and assists students in meeting IEP goals for graduation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Demonstrates understanding and effectively implements the appraisal process of the Texas Teacher Evaluation and Support System (T-TESS).

Conducts Professional Development and Appraisal System evaluations of special education personnel.

Coordinates special education services and supports on the high school campus.

Assists in supervising special education teachers and special education paraprofessionals.

Assists with the planning and presentation of professional learning for general education personnel as requested by principals.

Develops schedules for special education teachers and special education paraprofessionals.

Collaborates with the high school board builder to set up the classes for special education teachers and students.

Plans cooperatively with the special education personnel.

Interviews prospective special education teachers and aides.

Collaborates with staff members on the KISD discipline management plan as related to the special education students.

Coordinates/collaborates with general education personnel to provide opportunities for student success.

Coordinates all required components of the annual review for each student (i.e., parents, surrogates, teachers (regular, special), support personnel, all pertinent information, etc).

Cooperates with special education assessment personnel in the evaluation of student progress and the compilation of data to be presented at the initial and 3-year reevaluations ARDs.

Schedules ARD's (transfers, annuals, revisions, 3-year reevaluations) and counsels with parents whose children are in special education services and supports.

Responds to issues/complaints of students, parents, district staff, and others in a constructive manner.

Collaborates with middle school campuses to explain high school program and develops graduation plans and Individual Transition Plans (ITPs) as appropriate.

Schedules classes for special education students in conjunction with the school counselor as applicable.

Consults with students and counselors concerning courses needed, options for graduation, etc.

Coordinates with outside agencies (DARS, Central Counties Services, HOCTIL, DADS, etc.) to develop Individual Transition Plans (ITPs).

Monitors/Develops all Individual Transition Plans (ITP)s for all required special education students in conjunction with special education teachers (completed prior to the ARD).

Maintains a continuing program of professional learning to improve skills related to job assignment.

Monitors special education paperwork to see that it meets federal, state, and local requirements.

Assists special education teachers with strategies and materials to enhance student achievement.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises special education staff at assigned campuses. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree required and three years of Special Education teaching preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate required and Special Education Teaching Certificate preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common educational, federal, state, and local laws, technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from parents, students, regulatory agencies, or members of the community. Ability to effectively present information to administrators, faculty, parents, students, public groups, and/or board of trustees.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER ABILITIES AND SKILLS**

Must be familiar with computers, such as word processing, e-mail, and internet.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.