

**Killeen Independent School District  
Job Description**

**Job Title:** Coordinator for Special Education Campus Operations  
**Reports To:** Executive Director and/or Director for Special Education  
**FLSA Status:** Exempt

**SUMMARY**

Provides sound educational programs for children who are eligible for special education services.

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

PROGRAM OPERATIONS AND EVALUATION

Coordinates and monitors special education academic and behavior programs, services, and supports on assigned campuses.

Monitors the development and implementation of student IEPs.

Monitors campus and district special education documentation and ensures that it meets federal, state, and local requirements.

Assists with the development and monitors implementation of Child Find procedures for continuous identification of students with disabilities.

Evaluates existing programs, services, and supports and recommends changes and additions, as needed.

Monitors state testing decisions for students in special education.

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

Assists in selection, development, and implementation of intervention strategies to help students achieve success on their home campus in the least restrictive environment.

Coordinates student transition to more or less restrictive environments when necessary.

Coordinates and monitors procedures for evaluation, placement, and reevaluation of students with regard to special education services.

Serves as a member of ARD committees as needed.

Coordinates and monitors the effective use of special equipment and materials.

Facilitates the use of technology in the teaching/learning process to support learners.

Initiates and maintains effective communication with parents of students with disabilities receiving special education services and supports.

Monitors parent training and in-home training.

Addresses questions/concerns of students, parents, district staff, and others in a constructive manner.

Recommends procedures and programs essential to the needs of students with disabilities.

#### POLICIES AND PROCEDURES

Monitors campus and district compliance with special education policies, procedures, programs, timelines, and reports.

Observes and ensures implementation of all current operating guidelines for the Special Education program.

Provides input regarding new operating guidelines and assists in developing and disseminating new operating guidelines.

#### LEGAL ISSUES, COMPLIANCE, COMPLAINTS, AND DUE PROCESS

Assists in the preparation and coordination of all necessary documents for TEA complaints, litigation and open records requests.

Coordinates and prepares facilities, personnel, and schedules for legal issues.

Monitors and ensure the development and implementation of corrective action for adverse or due process decisions.

Participates in all phases of the conflict resolution process.

Remains current in legal issues and policies regarding special education.

#### DISTRICT/STATE REPORTING REQUIREMENTS

Assists as directed with collection, entry, and verification of accuracy of data for all SPP indicator reporting.

Monitors compliance for SPP indicators.

Assists as directed with collection and verification of accuracy of data related to reporting of students with disabilities residing in Residential Facilities.

Assists as directed in addressing issues related to Special Education indicators in the Performance-Based Monitoring Analysis System (PBMAS).

#### PERSONNEL

Supervises and conducts performance appraisals for assigned Special Education assessment and other personnel as assigned.

Assists in recruitment, selection, and recommendation for hiring of special education personnel as needed.

Participates in interview process as appropriate.

Facilitates and inducts new employees as appropriate.

### PROFESSIONAL DEVELOPMENT

Oversees and provides professional learning opportunities for special education and general education staff.

Develops and assists with presentation of professional learning programs for special education and general education personnel.

Remains current in technology, evaluation processes, and curriculum issues for special education topics.

Facilitates training in order to keep the evaluation/testing process effective.

### COLLABORATION AND PLANNING

Recommends intervention strategies for general education and special education teachers to improve student achievement.

Coordinates internally and with other departments for program planning to support students and staff.

Participates in district planning committees.

Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and professional learning of employees; planning, assigning, and directing work; appraising performance; 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 and three years of Special Education teaching experience.

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

Principal Certificate.

### **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 inquiries 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 boards 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.

**OTHERS SKILLS AND ABILITIES**

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. Frequent 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.