

SPECIAL EDUCATION COORDINATOR

Special Education Coordinator for the Manchester Local School District

Position: Special Education Coordinator

Term: Part-time position (90 days)

QUALIFICATIONS:

- Valid Ohio certificate/license in school Administration or related licensure i.e. – IS, SP, SLP
- Successful completion of pre-employment screenings.

JOB GOAL:

The Special Education Coordinator's primary goal is to assist students to reach their academic, social, emotional and physical potentials either through direct assessment with the student or indirect interventions when working with teachers, staff and parents.

POSITION DUTIES MAY INCLUDE THE FOLLOWING RESPONSIBILITIES:

- A. Attend regularly scheduled SST8 -State Support Team Region 8 meetings, any other relevant Summit Educational Service Center special education and preschool meetings, and NEOnet meetings, in order to keep special education staff in the district up to date on changes in IEP's and ETR's as well as legal required changes.
- B. To set district meetings on a quarterly basis for each building's special education needs.
- C. To work closely with our school psychologists, Intervention Specialists and building administrators.
- D. To work with the Director of Curriculum and Intervention Specialists on an as needed basis regarding programming changes and input for cases that arise that would require additional information or assistance.
- E. To take care of all out of district placement of students with IEP's. Attend IEP and ETR meetings as necessary.
- F. To make sure that all scholarship IEP students are processed with ODE as they arise in order for students to be placed in programs.
- G. All required contracts for services that require outside placement or testing will be consulted with the Superintendent or Director of Curriculum for final approval.
- H. Will be the contact point for Healthcare Process Consulting (HPC) dealing with Medicare issues and applications, LLA Therapy and outside district Special Education Coordinators.
- I. Knowledge of or ability to learn EMIS, SPS, and DASL.
- J. Other items related to the above may be requested by the Superintendent.

SALARY:

Salary schedule placement based on experience and training.

SEND RESUMES TO: karen.selzer@manchester-panthers.org