



POSITION DESCRIPTION

JOB TITLE: Regional Coordinator, Specialized Services	
Job Class: 1060	
DATE	Office of Academics Specialized Services
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE:	
Works collaboratively with and serves as the liaison between the Office of School Administration and the Department of Specialized Services on district and local school initiatives that impact the provision of a Free Appropriate Public Education (FAPE) to students with disabilities.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supports the Director of School Support in assisting regional schools with Individualized Education Plan (IEP) compliance and other special education issues.
2. Supports the Director of School Support in the implementation of high quality instruction for students with disabilities.
3. Provides direction to Regional Superintendents, Directors of School Support and Principals on district policy, procedures and concerns related to discipline, suspensions and expulsions as they relate to students with disabilities under IDEA and Section 504.
4. Provides technical assistance to the Parent and Student Services staff in resolving disputes surrounding special education issues.
5. Represents the Office of School Administration and the Department of Specialized Services interests on various district committees as appropriate.
6. Attends staff development and training sessions offered by the Office of School Administration and Office of Academics.
7. Performs other duties as assigned.
8. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined,

reviewed, and approved by others.)

Receives general supervision from the Office of Specialized Services as well as from the Regional Superintendent. Plans and arranges own work, utilizing supervisor for advice.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Provides functional supervision of Special Education Supervisors involved in activities at assigned schools.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Master's degree in education and Certification as an Exceptional Education Administrator (#81) or Director of Special Education and Pupil Personnel Services (#80); or the ability to obtain the license within 2 years. Must maintain educational requirements for license renewal.

Experience Requirements

A minimum of five years of successful teaching experience as a fully-licensed and tenured special education teacher, school psychologist, school social worker or speech pathologist. At least three years of previous administrative experience in a school district is required.

Knowledge, Skills, and Abilities

Effective oral communication, written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. A working knowledge of computer applications to include Microsoft Office software, Data Warehouse, Infinite Campus and the MPS-mConnect is required. Must be able to prioritize responsibilities with varying deadlines.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with frequent travel to other locations. Occasionally working with no assigned space.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.