

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Special Education Coordinator (SSN)

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

Under the general supervision of the Director of Special Education with the management, supervision, evaluation and coordination of special education services. Assist in monitoring compliance of programs to meet district, state and federal requirements. The Assistant Director of Special Education assists in establishing, communicating, and implementing the philosophy/mission of the SLV-BOCES, as he/she understands, embraces and implements the philosophy and practices of the SLV-BOCES.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
2. M.A. degree in Special Education or related field required
3. Minimum of five years of service delivery experience in a special education field. Administrative or supervisory experience preferred.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist with monitoring and ensuring compliance with rules and regulations of the special education program including due process rights of students.
2. Assist with special education data collection and program evaluation.
3. Assist with recruiting, interviewing, hiring and placement of special education staff.
4. Assist in design and delivery of in-service training programs for special education and regular education teachers, paraprofessionals, and administrators.
5. Serve as a liaison to assigned program areas.
6. Participate on committees at the district, regional or State level as assigned.
7. Assist with communication and facilitation within the BOCES districts.
8. Assist with the resolution of both formal and informal complaints.
9. Perform other duties as assigned by the Director of Special Education and/or Executive Director.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

1. Shall possess strong skills in planning, organization, supervision and evaluating instructional programs and services. Ability to work respectfully with diverse groups in both school and community settings. Must possess skills in facilitation, problem solving and conflict management. Ability to facilitate and communicate. Ability to communicate effectively with a wide range of staff and the general public, both verbally and in writing. Flexibility to work effectively, both independently and in teams.
2. Must have the ability to make decisions with sound judgment. Ability to weigh options, think clearly and evaluate accurately.
3. Daily contact with classified and professional staff, administrators and parents to resolve routine internal matters, obtain information, furnish information, resolve routine corrections or adjustments, and maintain relationships. At least weekly contact with Director of Special Education to resolve routine internal matters, obtain information, furnish information, resolve routine corrections or adjustments and maintain relationships. Monthly contact with departments, committees, and public agencies to resolve routine internal matters, obtain information, furnish information, participate in resolution of routine corrections or adjustments, maintenance of relationships and negotiation of controversial matters. Assist in coordination of in-services and meetings when assigned.
4. Directly supervises and evaluates licensed and classified staff as assigned by the Director of Special Education. Oversees assigned departments and committees. This position will assist with the hiring process.
5. While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, evaluate and negotiate.

V. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

VII. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VIII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

IX. TERMINATION FOR REASONS OTHER THAN CAUSE:

- A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.

- B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

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