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**TITLE:** SPECIAL SERVICES COORDINATOR

**TITLE OF SUPERVISOR:** Superintendent

**QUALIFICATIONS:** Holds a Masters of Education in Special Education and Supervision

**TERMS OF EMPLOYMENT:** The work year is twelve (12) months. Salary to be in accordance with current schedule.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**GENERAL RESPONSIBILITIES:** Provides for effective organization and administration of special education programs from referral to placement process and in the coordination of the over-all program operation, including interpretation of diagnostic and evaluation information to parents.

**DESCRIPTION OF DUTIES:**

1. Develops, organizes and directs special education programs.
2. Develops and maintains continuous multi-factored evaluation procedures for each child referred and each student in the special program.
3. Insures that all students are evaluated within a reasonable amount of time.
4. Supervises personnel providing service to all handicapped students to insure effective operation of the special education program.
5. Provides liaison with the school staff and the community.
6. Conducts a publicity campaign at the onset and closing of each school year to inform the public of the kinds of programs offered handicapped students.
7. Conducts an ongoing Child Find in an effort to identify handicapped children who are not being served.
8. Provides evaluation input for diagnostic prescriptive planning.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

9. Provides consultation to the entire staff and others concerning the IEP of a child in a special program.
10. Trains district personnel in confidentiality procedures.
11. Protects the confidentiality of data stored in the SPED Office.
12. Provides written prior notice to the parents of children.
13. Completes all local, state and federal forms concerning the handicapped.
14. Provides adequate and appropriate instructional materials to facilitate individual instruction.
15. Disseminates state and federal policies and procedures for the staff.
16. Provides a process for determination of the needs of in-service training for the special and regular staff, administrators and parents.
17. Attends in-service meetings sponsored by the State Department of Education.
18. Attends professional meetings and conventions to inform the staff of new developments in the education of the handicapped.
19. Serves as chairperson for the District Screening Team.
20. Keeps all books for the PL 94-142 Project and handles all accounting duties.
21. Prepares all reimbursements for PL 94-142 funds.
22. Assists in recruitment, interview, placement and transfer of special education teachers and/or staff.
23. Directs the development of all curriculums and instructional programs for the handicapped.
24. Informs administrators of the regulations and requirements of governmental agencies regarding programs for the handicapped.
25. Develops and monitors system procedures for identifying children for programs in accordance with state and federal regulations by establishing local survey committees in the individual schools, and monitoring local survey committee referrals and their systematic procedure of action.