



**Special Education/Programs Coordinator**  
**205 Days**

**General Description**

Provides leadership and coordination of the special education program to ensure provision of needed services for special needs students. Works to provide individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

**Reports to:** Superintendent/CEO

**Essential Knowledge and Skills**

- Knowledge of federal and state law, State Board of Education rule, and local board policy in area of special education
- Experience with compliance paperwork and Special Education PEIMS coding for attendance reporting purposes.
- Knowledge of Success Ed Software for Special Education Management.
- Knowledge of the individual needs of special needs students
- Strong organizational, communication, and interpersonal skills
- Skill in evaluating an effective special education program
- Skill in interpreting policy, procedures, and data
- Skill in communicating with all levels of special needs students and their parents
- Ability to coordinate district
- Maintain emotional control under stress
- Occasional prolonged and irregular hours function

**Major Duties and Responsibilities**

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs and values; communicate openly and effectively within and across teams; and manage resources to effectively support district goals.
- Assist in analyzing the critical needs in assigned areas and conducting team efforts to design, implement, measure and refine assigned programs.
- Provide program support and service delivery; communicate effectively within and across teams and participate in cross-functional work groups.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.

- Implement vertical and horizontal systems integration initiatives to support high student achievement and customer satisfaction.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of special education.
- Coordinate and support special education programs and services to meet students' needs; plan the necessary time, resources, and materials to support teachers in accomplishing educational goals.
- Recommend, hire, orient, train, and evaluate department employees directly or indirectly through supervisory staff; implement and monitor effective human resource practices.
- Ensure that student progress is evaluated on a systematic basis; obtain and use evaluative findings, including student achievement data, to gauge special education program effectiveness.
- Collaborate with content area coordinators to ensure that curriculum renewal is continuous and responsive to special needs students.
- Encourage and support the development of innovative instructional programs and programs beneficial to the overall well-being of the students; help teachers to pilot such efforts when appropriate.
- Arrange for or conduct assessments; make recommendations regarding placement and program management for individual students.
- Demonstrate support for the district's student management policies and expected student behavior related to special education program.
- Compile, maintain, and file all reports, records, and other documents required.
- Pursue professional development activities that align with district goals and initiatives and current professional research.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Comply with the Professional Code of Ethics and Standard Practices for Texas
- Perform other related duties as assigned.

### **Supervisory Responsibilities**

- Supervise and evaluate the performance of assigned staff.

### **Education and Work Experience**

- Bachelor's degree
- Valid Texas teaching certificate with special education certification or equivalent licensure
- Master's degree (preferred)
- Valid Texas administrator certificate (preferred)
- Two years successful experience with facilitating ARDs (required)
- Successful administrative experience ((preferred)

INTENT AND ACKNOWLEDGEMENT: This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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