

## **Coordinator of Special Education/Title I Qualifications/Duties**

**Position Title:** Coordinator of Special Education and Title I  
**Immediate Supervisor:** Director of Instruction and Family Services  
**Issued Date:** 10/08/01

### **POSITION SUMMARY**

To oversee the special education and Title 1 programs insuring that both programs abide by the state and federal rules and regulations. To provide leadership by communicating with the special education and Title 1 personnel in regard to program planning and implementation. To be responsible for preparing and monitoring the implementation of the special education and Title 1 budgets. To be responsible for preparing and submitting requested information for the State Department of Education.

### **EDUCATION AND EXPERIENCE**

Valid Tennessee teacher license with administrative endorsement and endorsement in Special Education.  
Ten years successful teaching experience in Special Education.  
Masters Degree

### **QUALIFICATIONS**

Demonstrate the ability to:

Work cooperatively with district administrators, principals, and teachers,  
Maintain confidentiality of information associated with position,  
Communicate effectively in both oral and written format,  
Type at acceptable speed and accuracy levels,  
Manage the special education and Title1 budgets,  
Develop and implement effective strategies for successful instructional programs,  
Stay knowledgeable in education trends and best practices,  
Develop and implement effective staff development activities as needed,  
Supervise educational professionals, technical and support staff,  
Work as a member of the Administrative Team,  
Account for special education and Title 1 inventories,  
Reason and make good judgements,  
Present information effectively in verbal and tabular format,  
Prepare and submit required paperwork for the State Department of Education,  
Compose letters, memos, reports, legal documents of a confidential nature independently,  
Keep abreast of changes pertaining to children with disabilities and communicate to staff  
Consult with special education and Title 1 personnel in regard to program planning and implementation,  
Perform the essential functions and requirements of the job, and  
Meet satisfactory health standards.

### **ESSENTIAL FUNCTIONS**

Provide special education services in compliance with federal and state guidelines.

Coordinate the psychological assessment services of all children referred for evaluation or reevaluation to determine eligibility for special education services.

Supervise the maintenance of psychological records of all eligible students..

Supervise system-wide child find activities.

Oversee necessary data used in census reports to state and/or federal agencies..

Formulate and present to the State Department of Education of yearly Board-approved plan for the education of all eligible students.

Supervise and evaluate the coordination of special education services with the general education program.

Act as LEA's contact person to outside agencies dealing with the evaluation and/or placement of eligible students.

Consult with special education personnel in regard to program planning and implementation.

Make provisions for IEP team meetings, in conjunction with principals and special education staff.

Coordinate a plan for dissemination of information to parents

Submit to the Director of Schools or his/her designee requisitions for special education materials, supplies, equipment, and/or services.

Keep abreast of changes pertaining to children with disabilities, including trends of education all exceptionalities, and communicate this information to the staff.

Submit a budget plan annually with justifications for each line item and implement the special education and preschool programs based on approved budget allocations.

Evaluate special education Personnel of the Manchester City School District.

Develop recommendations regarding needed areas for in-service, changes in existing programs, and implementation of needed additional services for disabled students.

Coordinate provision of Title 1 services in compliance with federal and state law.

Formulate and present to the State Department of Education the yearly Board approved plan for the provision of Title 1 services.

Conduct an annual Title 1 needs assessment involving principals, teachers, and parents based upon test scores and other factors.

Complete an annual Title 1 comparability report.

Conduct a Title 1 Performance Evaluation, when required.

Maintain appropriate documentation of all Title 1 activities

Hold an annual public meeting for parents interested in learning about the Title 1 program.

Submit a budget plan annually with justifications for each line item and implement the Title 1 program based upon approved budget allocations.

Maintain monthly time logs indicating the amount of time spent on Title 1 duties.

Gather statements of record for all Title 1 employees who spend 100% of their time on Title 1 responsibilities.

Conduct staff meetings with Title 1 teachers as needed.

Participate in local, district, or state administrative training sessions in areas of responsibility.

Attend school board and administrative team meetings and submit reports as requested by the Board and director of schools.

Assist with budget preparations in areas of responsibility.

Evaluate Title 1 personnel of the Manchester City School District.

Work jointly with principals to make recommendations for the hiring of special education and Title 1 personnel of the Manchester City School District.

### **OTHER RESPONSIBILITIES**

Performs other work duties or responsibilities as assigned by the Director of Schools.

### **PHYSICAL ABILITIES**

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing.