

Educational Service Center of Medina County

Job Description

Title: Special Education Coordinator

Reports To: Director of Student Services

Supervises: Special education department staff as directed

FLSA Status: EXEMPT

Qualifications:

- A minimum of 5 years of successful experience in teaching or administration.
- Holds a master's degree in education, school psychology, or other related fields or acquires alternatives to the above qualifications as the employer may find appropriate and acceptable
- Holds a valid ODE administrative license.
- Knowledge of federal and state requirements specific to special education.
- Pass state-mandated criminal and background checks.
- Possess a valid Ohio driver's license.

Description:

- Develops, promotes, supervises, and evaluates programs/services to meet the needs of students with disabilities and positively impact student achievement. Support partner school districts with the delivery of special education programs and services.

Key Functions:

Ethical and Professional Attributes and Behaviors:

- Assist the Director of Student Services with direction to special education staff for the implementation of federal and state special education laws and regulations.
- Work collaboratively with district administrators, educational staff, parents, and community partners to coordinate, provide, and continuously improve special education programs and services.
- Provide staff with leadership; help resolve problems that negatively impact student achievement and/or student/staff safety; and work to resolve staff conflicts.
- Represent the ESCMC and its partner school districts with professionalism at all times demonstrating integrity and ethical behavior.
- Organize and conduct comprehensive professional development opportunities and participate in professional growth opportunities.

- Maintain confidential information as required by Board policy and legal requirements.
- Ensure paperwork and required documentation are accurate, timelines and deadlines are met, and assist with the collection of student and staff data for educational management information (EMIS) reporting and deadlines.
- Assist in the recruitment, hiring, orientation, retention, and evaluation of staff.
- Coordinate and monitor programs/services to ensure compliance with Federal and State law, state learning standards/extended standards, and oversees state and local testing requirements.
- Is regular and prompt in attendance.
- Serve as a member of the ESCMC administrative team.
- Serve as a liaison to social, professional, civic, volunteer, and community organizations at the direction of the superintendent or designee.

Other Duties and Responsibilities:

- Any and all additional duties and responsibilities as assigned by the Superintendent or designee.

Required Training:

- All online training required by the ESCMC.
- Any and all training/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA, and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action

Affirmative Action and EEO Policy It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal. The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations, and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, and various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: March 27, 2023