

**Bloomfield Schools**  
Job Description

**Position:** Coordinator of Special Education

**Supervisor:** Director of Special Services

**Work Schedule:** Contract Days: 210 days

**Qualifications:**

1. B.A. required
2. M.A. Administrative Certification
3. Special Education experience in areas of learning disabilities, emotional disturbance and cognitive disabilities. (license preferred)
4. Ability to effectively communicate in written and oral form.
5. Familiar with state/federal regulations
6. High level of leadership skills
7. Ability to assist with supervision and evaluation of staff

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 lbs.), reaching, squatting, kneeling.

**Summary:** The Special Education Coordinator will utilize appropriate resources to provide assurances of compliance and implementation of Free Appropriate Public Education to students 3y-21y in the public school system. The Special Services Coordinator shall provide Bloomfield School District staff and students applicable professional development and guidance to develop Individualized Education Plans (Programs) using appropriate and accurate data to implement accordingly within all settings through a continuum of educational services.

**Performance Responsibilities:**

**Communication:**

- a. Strong leadership ability to work effectively with others.
- b. Establish, develop, and maintain open communication lines between building principals (phone calls, notes, e-mail, personal visits) and other District Coordinators including Coordinator of Transportation.
- c. Develop avenue for dissemination of information between Director, Principals and Teachers.
- d. Establish and maintain communication between those parties involved in or with Bloomfield Schools Special Services concerns.
- e. Provide information regarding all aspects of Special Services to be made available to the Director of Special Services.

**Leadership:**

- a. Provide direction for implementation and follow through of federal, state, and local policy and procedure guidelines.
- b. As a member of the Special Services Core Team, plan, develop, implement, and evaluate programs to achieve established goals with input from the educational community.
- c. Delegate responsibility and utilize resources within the educational community.
- d. Evaluate own performance and implement a Professional Development Plan.
- e. Coordinate and facilitate the meeting of educational needs of students and staff.
- f. As requested, monitor budgets, submit district needs, meet with the advisory committee.

**Program:**

- a. Clear knowledge of special education laws as applicable to Bloomfield School District programs for disabled children.
- b. Plan, develop, implement, and evaluate programs to achieve established goals.

- c. Attend IEP meetings.
- d. Provide coordination to establish and maintain current programs, and to initiate new programs as laws/needs mandate.
- e. Provide accurate counts to participants on needed report forms.
- f. Review and update local policy manuals and distribute.
- g. Review and update local forms and distribute.

**Administrative Organization, Reporting, and Plan:**

- a. Develop, implement, and evaluate processes and procedures for screening, identifying, referral, placement, programming, and follow-up for individual disabled children. Plan and coordinate programs and services for children with disabilities according to the State and Federal regulations governing IDEA.
- b. Work with federal funding for special projects and/or programs to better meet the needs of disabled children.

**Curriculum and Instruction:**

- a. Provide specified service and exercise limited (based on the need and request of principals or Director of Special Services) authority in the compliance and implementation of developed Individualized Education Plans, in providing feedback and coaching/training to special education teachers, regular education teachers, educational assistants.
- b. Assist with curriculum development and evaluation in special education areas.
- c. Keep other administrators and teachers informed of current trends and innovations for improving the quality of district special education programs and give leadership in promoting a climate for desirable change.

**Personnel Coaching:**

- a. Visit classes to observe, assist and document the work of teachers and ancillary personnel in order to, cooperatively with principals, and make recommendations.
- b. Direct, coordinate, and participate in in-service programs for special education instructional and ancillary personnel.
- c. Work cooperatively with psychologists, social workers, guidance counselors, teachers, and administrators in planning for improved programming for children with special needs.

**Budget and Fiscal:**

- a. Assist in the development, implementation, administration and evaluation of budgetary appropriations for anticipated and currently operating special education programs (i.e., staff, equipment, supplies and repairs) and other programs as directed.

**Evaluations:**

- a. Assist with observations and evaluations as requested of Special Education Staff
- b. Assist in the development of PDP's upon the request of the building principal.