Student Support Coordinator

TITLE: Student Support Coordinator

QUALIFICATIONS:

- Maine Department of Education certification in one of the following:
  - 282 Teacher of Children with Disabilities
  - 079 Special Education Consultant
  - 035 Assistant Administrator of Special Education
  - 030 Administrator of Special Education
- Minimum of 5 years' relevant experience

REPORTS TO: Director of Special Services

JOB GOAL: The Student Support Coordinator will work as a colleague with special and regular education teachers to support student learning. This person will ensure that all special education services are being delivered and provide support for personnel in the implementation of accommodations and modifications as appropriate. This position will act as a liaison between our three schools in order to align a K-12 approach to curriculum, culture, and support for all students.

RESPONSIBILITIES:

Leadership

- In conjunction with building administrators, facilitate special education team meetings
- Provide instructional guidance and team leadership within the school setting
- Initiate, prepare, and facilitate various forms of staff development activities to address personnel readiness and skill development
- Assist teachers in examining teaching practices in order to effectively meet the needs of all students and assist with classroom/RTI interventions prior to a referral to special education
- Support supervision and evaluation of all special education Ed Techs
- Support classroom teacher with implementation of supplemental aids and services
- Facilitate Student Support Team meeting across three buildings
- Sit on other committees that the Director and Principal deem necessary

Programmatic

- Facilitate the necessary communications and programmatic linkages with adult education (*7-12 position*), alternative education, vocational education, *preschool programs (K-6 position)*, special education, and regular education personnel to address programming needs

- Assist in the development and coordination of RTI services
- Develop and utilize a transition process to support students mobing between buildings

Case Management

- Coordinate special education referrals
- Communicate with parents to facilitate understanding of any instructional support processes

Testing

- Administer academic achievement testing and student observations

Administrative and Reporting

- In conjunction with building administration, may act as the administrative designee and facilitate IEP meetings
- Prepares and delivers reports, plans, and program descriptions as requested by the school and district administrators
- Monitor special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Communicate with administrative and district office staff regarding necessary census, finance, personnel, and program data

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement

EVALUATION: The basis of the evaluation will the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Special Services will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 15, 2017

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