Belton Independent School District
Job Description

Job Title: Special Programs Coordinator **FLSA Status:** Exempt, 226 days

Reports to: Executive Director of Special Programs **Pay Grade:** PROF-203

Dept./School: Special Education/Programs **Date Revised:** 9/1/2022

Primary Purpose:

To provide sound educational programs for children who are eligible for special education, 504 and dyslexia services.

Qualifications:

Education/Certification:
Texas Teacher Certification (Preferred)
Master's degree (Preferred)
Principal Certification (Preferred)

Special Knowledge/Skills:
Knowledge of federal and state special education law
Knowledge of Section 504 regulations and laws
Understanding of the individual needs of special needs students
Knowledge of differentiated instruction and sound instructional practices
Ability to communicate with all levels of special needs students and their parents
Ability to implement policy and procedures
Ability to interpret data
Ability to manage personnel
Strong organizational, communication, and interpersonal skills

Experience:
Five (5) years special education, 504 or dyslexia experience.

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee special education academic and behavior programs, services, and supports at a district level.

2. Coordinate and monitor procedures for evaluation, placement, assignment, and reevaluation of campus students with regard to special education services.

3. Assist with the development and monitor implementation of Child Find procedures for continuous identification of students with disabilities.

4. Assist with the planning and presentation of professional development programs for special education, 504 and dyslexia staff and regular education personnel as requested by principals.

5. Assist with selecting and ordering materials for special programs department.

6. Coordinate the effective use of special programs equipment and instructional materials.

7. Serve as a member or chair of the ARD committees as needed.

8. Assist special education teachers with strategies and materials to maximize student achievement.

9. Coordinate student movement to more restrictive environment when necessary.

10. Assist in the evaluation of special education, 504 and dyslexia programs and assist to improve and identify new programs and procedures as the need arises.

11. Participate in student staffing meetings with appropriate stakeholders to determine and address student needs.

12. Follow all local, state and federal laws related to special education and 504 including meeting established timelines.

Student Management

13. Demonstrate support for the district's student management policies and expected student behavior related to special education program.

14. Ensure appropriate staff has required training regarding behavior intervention, prevention, and restraint.

Personnel

15. Assist Executive Director of Special Programs with evaluation of department staff.

16. Assist in interviewing prospective teachers and aides as well as other staff members as requested by campus administration.

17. Plan, assign, and direct work; appraise performance; address complaints and resolve problems.

Policy, Reports, and Law

18. Supervise special education and 504 paperwork to see that it meets federal, state, and local requirements. Address issues with paperwork and timeline compliance as they arise.

19. Assist in the revision of special education and 504 forms and procedures.

Budget and Inventory

20. Provide input and recommendations for the special education and 504 budget and staffing patterns.

Communication and Community Relations

21. Initiate and maintain effective communications with all staff. Manage questions/concerns of students, parents, district staff, and others in a constructive manner.

22. Assist in the mediation of conflicts between students, parents, District staff, and others.

Other

23. Performs other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

24. Maintain confidentiality of student information, records, and personnel issues.

25. Attend appropriate professional self-development to remain current with special education and 504 topics and laws.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of department staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: September 2022
Prepared By: Belton ISD Human Resources Department