

**Job Title:** Coordinator of Special Education  
and Related Services

**Wage/Hour Status:** Exempt

**Reports to:** Director Special Education

**Pay Grade:** 106

**Dept. /School:** Special Education Support Services

**Date Revised:** November 21, 2024

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### Primary Purpose

Coordinate Special Education activities with regard to support services; monitor departmental compliance with Federal and State Special Education regulations; provide leadership, and guidance for support staff and campus personnel. Assure the enforcement of policies, standards and objectives established by the Board of Trustees, District administration, the Texas Education Agency, accreditation organizations and funding sources.

### Qualifications

#### Education/Certification

Bachelor's Degree

Valid Licensure by The Executive Council Of OT and PT Examiners or American Speech-Language Hearing Association

Minimum three (3) years' experience in school-based therapy provision

#### Special Knowledge/Skills

- Demonstrate leadership ability in working with other administrators, teachers, students, parents and general public.
- Excellent organizational, communication, presentation, and interpersonal skills.
- Thorough knowledge of the Texas Education Agency's rules and regulations for identifying and educating students with disabilities.
- Thorough knowledge of federal and state laws regarding the education of all students with disabilities
- Ability to work well with diverse groups of people
- Demonstrate experience in supervision of staff

#### Experience

Minimum three (3) years' experience in Special Education

### Major Responsibilities and Duties

1. Provide leadership by formulating objectives, guidelines, and procedures for Special Education staff.
2. Support Special Education and related services staff in accordance with District policies and procedures.
3. Assign, monitor, and review progress and accuracy of the work performed by the assigned evaluation staff; use data to assign caseloads.
4. Provide guidance and support to multidisciplinary evaluation teams.
5. Monitoring and/or adjusting evaluation and related staff workloads to support the delivery of evaluation and related services at campuses throughout the district.
6. Provide guidance and support to evaluation and related services staff in preparation for ARD committee meetings to ensure eligibility, appropriate instructional and related services goals and objectives.
7. Provide guidance to support the development and delivery of student IEPs as necessary.
8. Provide guidance and support so that evaluation (initials, re-evaluations) timelines are met in accordance with district, state and federal regulations.
9. Provide guidance to support the delivery of support in accordance with a students' IEP.
10. Support the completion and submission of service delivery logs on a timely basis.
11. Review student eligibility files to ensure compliance with federal, state, and district regulations as necessary.
12. Keep abreast of current and emerging professional trends in evaluation and developments affecting special education and instructional strategies and recommend modifications that will improve student performance.
13. Coordinate the development and dissemination of policies and procedures for educational programming

14. of students eligible under the Individuals with Disabilities Education Act (IDEA) 2004.
15. Coordinate Special Education Support Services for the district to include speech therapy, occupational therapy and physical therapy.
16. Promote positive relations through effective communication and coordination of Special Education services with regular, bilingual and Career and Technical Education.
17. Identify Special Education needs and assist in planning and implementing staff development and assistance for Special Education staff necessary to perform job-related duties in an effective, efficient, and appropriate manner.
18. Provide guidance and support so that Special Education activities are consistent with federal and state rules and regulations as well as District policies and procedures.
19. Review, recommend and monitor selection of appropriate evaluation, instructional materials and programs.
20. Collaborate with other professionals in developing and maintaining district, state and federal education documentation requirements.
21. Assist in the preparation of local, state and federal reports as required.
22. Assist in developing and monitoring departmental budgets.
23. Monitoring, acquiring and maintaining supplies and professional equipment and/or materials for evaluation and related services staff.
24. Serve as a resource and support person to District personnel.
25. Collaborate with the campus administrator to facilitate a support system for special education service delivery.
26. Attendance at the work site is required to meet essential functions of the job.
27. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Evaluation and Related Services Staff

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions. Frequent District-wide travel. Valid Texas/New Mexico Driver's License.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a

copy. Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.