

# **JOB DESCRIPTION**

## **EXCEPTIONAL CHILDREN'S COORDINATOR**

CFCI's EC Coordinator will facilitate an environment of growth and acceptance by coordinating appropriate services for the school's EC population and act as CFCI's EC Director.

Reports to: CFCI Director

Supervises: EC Faculty

Desired Education: Masters of Education in Special Education or related field

Years of Experience: 5 – 8 classroom experience plus administrative experience

Position Type: 11 month, full time

Salary Range: \$62,000 -- \$72,000

The Exceptional Children's Coordinator will

- Actively participate in the CFCI Administrative Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up for any discipline situations that a teacher cannot immediately handle
- Attend faculty meetings
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events whenever possible
- Attend CFCI Board meetings when appropriate
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team

**Consultation:**

- Advise the school's Director and Administrative Staff on all legal issues related to Exceptional Children's (EC) policies, procedures and services
- Advise all teaching staff on the legally required provision of services in the general education and special education settings
- Advise parents and provide information regarding special education and related service provisions at CFCI

**Supervision:**

- Supervise all special education delivery services to include monitoring the implementation of all IEP services for fidelity of instructional model; including provision of Extended School Year (ESY) services
- Secure and monitor contract personnel as needed for the provision of
  - Psychological services
  - Speech Therapy services to include audiology services
  - Occupational Therapy services
  - Physical Therapy services
- Supervise, train, evaluate and support the special education teaching/behavioral staff
- Supervise Section 504 compliance

**Compliance and Monitoring:**

- Review and revise policies and procedures for the implementation of IEP accommodations, modifications and interventions for monitoring special education and related services
- Review and revise policies to uniformly address, document and file all instances and occurrences affecting an EC student, including disciplinary and supervisory data
- Provide timely reporting of all requested data to DPI
  - Indicator Reports, December and April headcounts, Continuous Improvement Performance Plan (CIPP), PRC-29 and additional information upon request
- Provide timely submission of all special education grants and budgets
- Maintain all data in the CECAS online reporting system pertinent for all state reporting
- Maintain the Continuous Improvement Performance Plan (CIPP) Assessment Portfolio
- Research current grant/funding source opportunities and submit for consideration
- Attend all regional and state EC meetings and conferences
- Maintain/self monitor all CFCI active student records K – 8 for accuracy; maintain inactive files for retrieval
- Conduct all K – 8 student re-evaluation review meetings as needed to determine ongoing eligibility and appropriate student services; including all subsequent paperwork
- Coordinate and track all K-8 initial referrals for special education, ensuring proper procedures are followed, to determine eligibility for special education; including all subsequent meetings and paperwork
- Coordinate and track all special education transfer students; ensuring proper procedures are followed, to determine NC eligibility for special education; including all subsequent meetings and paperwork K-8

- As the EC Administrator, serve as the LEA representative in all special education related meeting
- Address any directives from DPI and comply with timelines and subsequent Corrective Actions resulting from any reported DPI complaints and/or findings of non-compliance

**Staff Training:**

- Conduct regular special education staff meetings
- Ensure faculty and staff are well versed in all requirements to implement student Individualized Education Programs (IEP) for the effective implementation of IDEA
- Provide Responsiveness to Intervention (RTI)
- Provide Research-based Academic and Behavioral Interventions and Practices

**Collaboration:**

- In conjunction with the Business Operations Coordinator, monitor all budgetary submissions and maintenance of revisions to grants
- In conjunction with the Testing Coordinator, coordinate EC testing accommodations information through CECAS or NC Wise and provide verification follow-up
- Coordinate Speech/Language screenings – Kindergarten
- Coordinate school-wide Vision and Hearing screenings– grades 1, 3 and 6
- Provide interventions/collaborative direct student instruction on a case by case basis
- Provide collaborative intervention supports for general education teachers
- Provide collaborative and supervision supports for progress reporting of goals utilizing Teacher Ease
- Provide leadership for the RTI initiative in support of the student support team K - 8
- Maintain open communication with parents and outside agencies