



**Position Title:** Program Coordinator

**FLSA Class:** Exempt

**Update:** March 2022

### **QUALIFICATIONS**

- Professional Educator License as per Illinois State Board of Education requirements
- Master's Degree in Administration, Special Education, or Teacher Leadership
- Minimum of 5 years special education experience
- Excellent interpersonal, communication, organizational and time management skills
- Possess a valid driver's license and maintain automotive insurance coverage as required by IL law.

**ESSENTIAL JOB FUNCTIONS** – May include, but are not limited to, the following:

1. Demonstrates knowledge of and complies with federal and state education laws and follows MSSE policies;
2. Monitors all special education programs and services in assigned districts to promote student well-being including caseloads, implementation of curriculum, methodology, ESY services and behavioral interventions;
3. Provides technical support to administrators and staff in assigned schools related to legal compliance and best practices;
4. Maintains confidentiality in all matters;
5. Exhibits effective communication skills and is responsiveness to the interest and needs of parents, students, staff, and member school districts; provides accurate written and oral communication;
6. Develops, delivers, and assists with quality professional development programs including the implementation of mentoring and induction programs for specific special education staff and Nonviolent Crisis Intervention;
7. Collaborates with special education staff regarding student progress, behavioral and academic interventions, the evaluation process, functional assessment, behavior plans, district and state assessments, and IEP development; develops collegial relationships;
8. Assists in identification, diagnosis and placement of students with disabilities in appropriate educational programs in the least restrictive environment;
9. Monitors and trains staff on the correct development of IEPs, providing feedback to ensure that the IEPs are linked to the IL Learning Standards, FAPE is provided in the least restrictive environment, and progress is documented; coordinates and participates in IEP and 504 meetings, as needed, and facilitates the compilation of documentation for student records;
10. Accepts evaluation, redirection, and changes in a positive and professional manner and makes necessary changes;
11. Assists in recruitment, assignment, and evaluation of special education personnel for Mid-State Special Education and assigned districts, as requested;
12. Participates in the evaluation process as appropriate completing evaluations in a timely manner;
13. Pursues professional growth and development keeping current with literature, research findings, and improved techniques, shares related information with professional colleagues;
14. Demonstrates knowledge of best practices and evidence-based instructional and behavioral strategies and articulates such knowledge to staff so that it positively promotes student achievement and well-being;
15. Uses technology-based productively tools to function for effectively and efficiently;
16. Works with school districts, parents, and community personnel to accomplish joint goals; follows the proper chain of command when there are concerns;
17. Consults with stakeholders and assists teachers, staff, administrators, and parents in problem solving
18. Is knowledgeable of evidence-based interventions and assists staff in the implementation of such interventions;

19. Facilitates communication with parents, teachers, and administrators; facilitates transition services (EI) and promotes coordination of services with outside agencies;
20. Demonstrates strong interpersonal skills and is responsive to the interests and needs of parents, students, staff and member school districts serving as an ambassador for Mid-State Special Education;
21. Demonstrates professional responsibility and leadership skills in working collaboratively as a member of the administrative team to promote the mission and goals of the organization taking initiative and completing assigned duties promptly with accuracy;
22. Displays professionalism, honesty, integrity, ethical practice and confidentiality, complies with the provisions of the IDEA, follows designated schedule, attendance policy and is punctual;
23. Completes duties as assigned by the Director or designee.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

**EXPECTATIONS:**

Maintains a high level of ethical behavior and confidentiality of information about students, families and districts;

Communicates effectively with staff, parents and students;

Displays fairness, patience, self-control, and impartiality with all stakeholders;

Demonstrates the ability to work effectively with others;

Engages in professional development activities;

Performs and completes duties within legally mandated timelines;

Adheres to designated work schedule;

Maintains certification in Nonviolent Crises Intervention and obtains trainer certification, if requested;

Follows policies and procedures of Mid-State Special Education cooperative and the district(s)/ building(s) to which assigned;

Adheres to established rules, regulations, laws, and appropriate ethical standards.

**SCHEDULING**

The normal work hours for this position are 8:00 a.m. to 4:00 p.m.