

**Coordinator of Special Services**  
*School District Job Description*

**Position Title:** Coordinator, Special Services / Section 504 Coordinator  
**Department:** Special Services  
**Reports To:** Director of Special Services

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**SUMMARY:** Assists the Director with the Special Education Program for the District. Helps ensure that students with special needs are receiving an appropriate free public education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Aid in the maintenance of a systematic screening program for students, develop and maintain a referral process, develop and update evaluation procedures, arrange and conduct placement staffings, aid in IEP development, and determine methods and procedures to get parent and classroom teachers involved in the placement and IEP development procedures.
- Help initiate / coordinate in-service training activities related to all Special Education, Parents as Teachers, and / or English as Second Language personal.
- Assist the school staff in establishing good working relations with various outside agencies (DFS, Juvenile Office, Pathways, etc.) that offer special help to pupils and their parents.
- Assist in developing curriculum for students Preschool-12<sup>th</sup> grade in Special Services, Parents as Teachers, English Language Learners and Section 504 Programs.
- Help in maintaining records for the Special Education, Parents as Teachers, English Language Learners and Section 504 Programs. This does include all state reports and core data information.
- Assist in maintaining homebound records and teaching for students that are unable to attend school.
- Help assure that Pleasant Hill School District is following all state and federal laws / procedures for the Special Education, Parents as Teachers, and English Language Learners and Section 504 Programs.
- Assist in planning and / or expanding special programs to assist students in Pleasant Hill School District. (Example: Look at expanding services for low incident rate students such as autism, etc.)
- Assist the Special Services Director in maintaining good communication and a strong working relationship with other school staff members and parents.
- Help interpret the functions of the Special Services, Parents as Teacher, English Language Learners and Section 504 Programs to administration, teachers, parents and community.
- Assist in gathering and analyzing information on student progress in Special Services, Parents as Teachers, English Language Learners and Section 504 Programs.
- Assist in evaluating staff in the Special Education, Parents as Teachers, English Language Learners and Section 504 Programs.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Perform other duties assigned by the Director of Special Services.

**Section 504 Responsibilities:** *Other duties may be assigned.*

- Work in partnership with the Special Needs Coordinator.
- Develop and maintain a district-wide compliance plan.
- Develop, implement, and disseminate a details of procedural safeguards.
- Develop, implement and disseminate commensurate Section 504 procedures.
- Appoint compliance officers as needed in departments / divisions.
- Train compliance officers in Section 504 procedures.
- Communicate procedures to staff.

**SUPERVISORY RESPONSIBILITIES:**

Helps supervise Special Education, Parents as Teachers, English Language Learners and Section 504 Programs.

**QUALIFICATIONS:**

- Master's Degree with professional preparation in at least one area of Special Education or related area and knowledge of the special education process requirements.
- Valid Missouri Special Education teaching certificate.
- Valid Missouri Special Education / Regular Education Administrator's certification.

**EVALUATION:** Performance of this job will be evaluated in the accordance with provisions of the Board's policy on Evaluation of Professional Staff (Policy GCN).

**TERMS OF EMPLOYMENT:** 10.5 month employee. Salary and work year to be established by the Board of Education.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_