

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

The Certified ESS Coordinator reports to the Director of Exceptional Student Services.

Competencies of the Certified ESS Coordinator

The Certified ESS Coordinator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Certified ESS Coordinator

- Collaborate with district personnel, school administrative teams, and site staff, both in regular and special education, to implement a comprehensive Multi-Tiered System of Supports (MTSS) at the district and school levels.
- Assist with the development and implementation of district policies and procedures related to the Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS) framework as a method of identifying students for strategic and intensive interventions.
- Create and implement systems for program administration, including referral methods, data collection and storage, and progress monitoring at every tier.
- Serve as a resource in identifying appropriate instructional strategies and research-based interventions for academically and/or behaviorally at-risk students unresponsive to Tier 1 classroom instruction.
- Provide training, consultation, and support to administrators, teachers, and interventionists to facilitate implementation of RtI and PBIS practices.
- Participate in collaborative department and site meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Monitor the fidelity of implementation of MTSS at the school level for both academic and behavior support systems.
- Coordinate the collection of accurate and applicable data relating to student learning and the effectiveness of intervention strategies.
- Oversee the implementation of district social and emotional learning (SEL) curriculum.
- Possess understanding of and train district staff on restorative practices.
- Collaborate with district personnel, school administrative teams and staff to support delivery of instructional services and supports for students with disabilities.
- Assist with the development and implementation of district policies and procedures related to programs for students with disabilities.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Minimum Qualifications

Master's Degree in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teacher Certification (Special Education or Special Education Intern)

Knowledge and experience in implementing Response to Intervention and PBIS models

Preferred Qualifications

M.A.Ed. in Special Education

Special Education teaching experience

Date Revised

4.1.2021