

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 effectively 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 Special Education Coordinator reports to the Director of Exceptional Student Services.

Competencies of the Certified Special Education Coordinator

The Certified Special Education 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 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 departments and 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 Special Education Coordinator

- Collaborate with District personnel, school administrative teams and staff to support delivery of instructional services and supports for students with disabilities.
- Facilitate trainings regarding IDEA related components (IEP, Evaluation, and Manifestation Determination) and other trainings related to the mission of the department.
- Assist with the development and implementation of district policies and procedures related to programs for students with disabilities.
- Knowledge and ability to provide professional development and fidelity of implementation of evidence based reading, writing, math and behavioral programs and strategies delivered in the continuum of services for students with disabilities.
- Knowledge and ability to provide professional development and fidelity of implementation of evidence based programs, curriculum, and strategies delivered in the continuum of services.
- Knowledge of and experience with teaching strategies that are effective in improving outcomes for students with disabilities.
- Conduct audits of IDEA related documents (evaluation, IEP, BSP) and provide trainings to ensure quality and compliance with Federal, State & district policies, procedures and laws and appropriate implementation of IEPs.
- Possess understanding and train administrators, teachers and staff on Federal and state laws, board policy and district procedures related to students with disabilities and conduct trainings with administrators, teachers and staff on implementation at the district and school level.
- Facilitate and/or support IDEA related meetings.
- Collaborate with district and school staff related to state assessment (AzMERIT, Alternate Assessment) for training and implementation purposes and assist in the analysis and utilization of assessment data to improve student achievement.
- Participate in the preparation and monitoring of the staff allocation and screening, support interviewing and hiring of qualified staff.
- Assist the Director with the overall evaluation of the department's programs and services, and supervise staff as assigned.
- Work with district and school teams to coordinate and/or participate in district and department projects and committees
- Assist the Director in the operations of the department related to hiring personnel, staffing, budgeting, grant development, state/federal reporting, curriculum, special projects, and other duties as assigned.

Minimum Qualifications

M.A.Ed. 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 Teaching Certification and five years of teaching experience in Special Education programs

Preferred Qualifications

M.A.Ed. in Special Education

Date Revised

4.1.2021