

## **BIG WALNUT LOCAL SCHOOLS**

**TITLE:** **Student Services Coordinator**

**QUALIFICATIONS:** Graduate or professional degree  
Special education and/or administrator's certificate  
Five years of related administrative experience  
At least three years special education classroom experience  
Alternatives to the above qualifications as superintendent and/or board of education may find appropriate

**REPORTS TO:** Director of Student Services

**JOB GOALS:** Coordinate the district's transition and preschool program, facilitate IEPs, provide professional development to special education staff, and serve as a district representative.

**PERFORMANCE RESPONSIBILITIES:**

- Collaborate with internal and external personnel (e.g. other administrators, teachers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining assigned services and programs.
- Compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Help coordinate program components, support needs and materials for the purpose of delivering services which conform to established guidelines.
- Coordinate transition experiences within district, as well as facilitate transition meetings and IEP amendments as deemed necessary for students moving into 5th grade, 7th and 9th grade.
- Coordinate and facilitate community-based transition experiences for students with disabilities via outside agencies and local work opportunities.
- Coordinate and facilitate vocational opportunities and career-based assessments with local career/technical schools (e.g. career assessments, facility tours, etc.)
- Oversee special needs scholarship programs (i.e. Autism and Jon Peterson Scholarships).
- Facilitate meetings, workshops, seminars, and IEP meetings, and serve as a district representative.
- Support the staff in the writing of IEPs and administer Alternate Assessments.
- Participate in a wide variety of meetings (e.g. central office meetings, training, hearings, IEPs, etc.) for the purpose of providing and/or receiving information.

- Research a variety of topics required to manage special education and student services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the student services team.

**TERMS OF EMPLOYMENT:**

Salary and work year according to current schedule and Board of Education regulations.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel.

[Adoption date: August 9, 2010]

*Revised February 17, 2016*