

Jefferson City Public Schools

Process Coordinator of Special Services (1731)

JOB POSTING

Job Details

Title **Process Coordinator of Special Services**
Posting ID **1731**
Description **REPORTS TO:** Director of Special Services
TERMS OF EMPLOYMENT: Teacher contract plus 15 additional days

QUALIFICATIONS:

Candidates must have a minimum of:

- Degree in Education or related area
- Two years successful special education teaching or related experience
- Certification in Special Education or related area
- Detailed understanding of the special education process
- Demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated problem solving skills and mature judgment
- Demonstrated ability to get along well with others and handle confidential matters
- Ability to manage time and multiple priorities to meet deadlines
- Ability to transport daily via personal transportation to various District sites

ESSENTIAL JOB FUNCTIONS:

- Assist with compliance of local, state and federal requirements for the implementation of special education and 504s
- Assist site staff in writing, reviewing, and presenting Individual Education Plans
- Assist site staff in organizing and providing special education and related services in compliance with Federal/State/District regulations.
- Assist site staff in achieving school improvement plans, professional growth plans, etc.
- Assist in conducting professional development activities for special education and related staff.
- Perform other duties and responsibilities as directed by the Director of Special Services

Contact Information:

Human Resources
315 E Dunklin Street
Jefferson City MO 65101
573-659-3013

EQUAL OPPORTUNITY EMPLOYER

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.

Shift Type **Full-Time**
Salary Range **Per Year**
Location **District Wide**

Applications Accepted

Start Date **12/19/2017**