

Section 300 - Administration
Administrative Employees
Special Education Coordinator

File: 303.11

The special education coordinator shall be responsible to and evaluated by the secondary principal, but shall cooperate and work with the elementary principal, and other staff in performing his or her duties. The job description shall include but will not be limited to the following:

1. Must work closely with the administration in developing, supervising, and administering the budget and financial accounting of all reimbursable special education programs.
2. Prepare necessary reports as they relate to the special education program.
3. Assist in the formulation of philosophy and objectives as they relate to the special education program.
4. Administer and coordinate all special education referrals, diagnostic testing, student placement, and Individual Education Plans (I.E.P.'s).
5. Assist the administration in administering the logistics and contracts with all support agencies.
6. Advise the administration and staff regarding applicable state and federal statutes and the policy implications.
7. Work effectively with other staff members in the coordination of the special education program with the overall educational program of the school district.
8. Shall be available to present reports to the board of education at the request of the Superintendent of schools.
9. Consult with the building principals in the selection of all classified personnel assigned to the special education program.
10. Evaluate certified and classified personnel assigned to the special education program.
11. Must be able to deal with stressful situations.
12. Minimum educational preparation requirements.
 - A. Hold a Nebraska Administrative Certificate and an endorsement in the area of assignment, or equivalent.
13. Maintaining confidentiality of sensitive information related to staff, students, and parents;
14. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
15. Facilitating Medicaid eligibility determination.
16. Assisting with transportation related activities in support of Medicaid covered services.
17. Translation related to Medicaid services.

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18. Program planning, policy development, and interagency coordination related to Medicaid services.
19. Medicaid related training.
20. Referral, coordination and monitoring of Medicaid services
21. Shall perform such other tasks and duties as may be assigned.