

POSITION: DIRECTOR/COORDINATOR OF SPECIAL EDUCATION SERVICES

SUPERVISOR: Executive Director

GENERAL JOB DESCRIPTION: The Director/Coordinator of Special Education Services shall assume responsibility for the planning and coordination of all special education programs and services offered by High Plains Regional Education Cooperative #3 (HPREC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Advise Executive Director on all aspects of Special Education Services.
2. Accountable for end results of HPREC's Special Education Services.
3. Provide leadership and serve as a resource for information regarding special education laws and regulations, instructional practices and materials to HPREC members.
4. Work closely with the Executive Director to plan, develop, and implement programs and services to meet identified regional needs.
5. Collaborate with the New Mexico Public Education Department - Special Education Bureau, and others on local, regional, state, and federal initiatives.
6. Demonstrate extensive knowledge in federal and state guidelines for students with disabilities, the New Mexico RTI Framework, and the SAT process.
7. Assist member school districts in the compliance of federal and state rules/regulations pertaining to students with disabilities.
8. Review and update district special education guidance documents, with the assistance of legal experts.
9. Advise Executive Director on policies and procedures to govern the delivery of special education related services, including staff assignments.
10. Supervise related service providers; work closely with the Executive Director in the performance evaluation process for related service providers
11. Provide effective ongoing professional development and technical assistance to HPREC personnel and member districts in all essential components of special education.
12. Work closely with IEP software vendor to ensure functionality and integrity.
13. Collect, interpret, and report all necessary data on the effectiveness of Special Education Services.
14. Extensive travel within HPREC region to support Special Education Services.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Conduct and participate in local, regional, and state meetings, as applicable.
2. Establish and maintain ongoing communication with district level special education coordinators.

3. Coordinate and monitor the selection and use of appropriate testing materials, software, and other tools to support Special Education Services.
4. Other tasks as deemed appropriate by the Executive Director.

**QUALIFICATIONS:**

1. A Master's degree in Special Education, Education, or Educational Leadership.
2. A valid New Mexico administrative license preferred or eligible to obtain one.
3. A minimum of five years of public school experience, with at least one year in the area of special education.
4. Verifiable demonstrated progressive leadership experience and knowledge of Special Education.
5. Such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable.
6. Must have strong verbal, written, and technology skills.

**APPOINTMENT:**

The Director/Coordinator of Special Education Services shall be recommended by the Executive Director.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

Knowledge of universal hygiene precautions.

**EQUIPMENT/MATERIAL HANDLED:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Executive Director.