



# Limestone Charter Association

## JOB TITLE

### Special Education Coordinator (Secondary)

#### Job Description:

The Special Education Coordinator is responsible for assisting the Director of Special Education for the designated grade span. This role involves securing funding, developing, implementing, and monitoring processes for compliance, quality, and fiscal accountability. Additionally, the coordinator provides leadership, guidance, and support to school site leaders regarding Special Education services, and relevant state and federal legislation.

#### Responsibilities:

- Assist the Director of Special Education in planning, monitoring, and evaluating special education services and procedures.
- Provide support to ensure schools are meeting the needs of every student while operating with fidelity to all state and federal laws.
- Assists with ensuring compliance with the Individuals with Disabilities Education Act (IDEA).
- Serves as IEP/504 Coordinator for secondary schools, responsible for IEP and 504 assistance and review to ensure compliance.
- Assist in the data collection for district, state, and federal reporting.
- Provides consultation and support to the Association's schools to facilitate implementation of Multi-Tiered System of Supports (MTSS).
- Provides technical assistance to support capacity building and sustainability of MTSS within the Association's schools.
- Coordinates the creation, maintenance and updating of all MTSS documents, including website(s) as needed.
- Assists with assessing the needs and planning high-quality professional development for the Association's schools on areas relevant to the education of students with disabilities.
- Collaborates with school leaders and school level coordinators to develop and implement appropriate strategies for resolving problem areas relative to programs for students with disabilities.
- Provides technical assistance to Association schools in reference to MTSS, IEPs and 504 plans for special education.
- Conducts other activities and oversees project implementation as determined appropriate by the Director of Special Education and Superintendent.
- Other duties as required by the Director of Special Education and Superintendent.

#### Qualifications:

- Must hold or be eligible for a South Carolina Administrative/Teaching Certificate (prefer two or more years of administrative / supervisory experience in special education).
- Master's degree
- Five years of experience in special education.
- Excellent organizational, supervisory, and interpersonal skills.
- Ability to communicate effectively.
- Extensive knowledge of special education regulations, curriculum, and programming.