

ARLINGTON PUBLIC SCHOOLS
ARLINGTON, MA 02476

JOB DESCRIPTION

POSITION: **Special Education Coordinator - Out-of-District**

QUALIFICATIONS:

- Special Education certification or other relevant certification
- Administrator certification
- Director certification or equivalent
- Experience in program development
- Experience in budget development, grant applications, and grant management
- Computer software competency, with particular focus on special education database software
- Experience in out-of-district special education programs and the out-of-district team process.
- Comprehensive knowledge of Federal and State regulations governing the provision of special education services.

Reports to: Director to Special Education

JOB RESPONSIBILITIES:

Management of Programs/District Procedures/IEP Process:

- Manages the IEP process for students in Out-of-District placements
- Provides general fiscal oversight for out-of-district placements
- Works with Department of Education finance division relative to "Circuit Breaker" reimbursement program
- Manages application, submission and budgeting of federal special education entitlement grants in addition to seeking out new competitive grant opportunities
- Works closely with the Special Education Director and Special Education Financial Manager in preparing budgets for special education programs, out of district placements, and daily operations budget
- Assists in developing budgets for special education programs and services
- Recommends and develops programs, with team, to meet the needs of students, in or out of district
- Reads IEP to insure compliance with state and federal mandates and program placement
- Chairs and attends team meetings for out-of-district placements
- Provides monthly report to Special Education Director regarding numbers of students on IEP's in outside placements
- Manages data gathering and analysis for Special Education Department
- Other related duties as assigned by the Director of Special Education

Management of Staff:

- Interviews, supervises, and evaluates team chairs, including Out-of-District Team Chair and School Psychologists
- Provides training and professional development opportunities for regular and special education staff in areas such as specialized instructional strategies, accommodations, and inclusion

EVALUATED BY: **Director of Special Education**

TERMS OF EMPLOYMENT:

205 Days. Position is covered by the Collective Bargaining Agreement between the Arlington School Committee and the Arlington Administrators Association

SALARY: According to AAA Contract

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.

