

Lead Coordinator

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Lead Coordinator

Department: Instruction

Date: March 2019

Reports To: Director of Special
Populations

Grade: 502

Calendar: 260 days

**Purpose of Job
Essential Duties and Responsibilities**

The Lead Coordinator of Special Populations assists the Director of Special Populations in developing and maintaining quality special education programs and services. The Lead Coordinator works closely with the Director of Special Populations to ensure compliance and student achievement of goals. The Lead Coordinator works with specialized teams, building-level teams, and families to ensure quality of services and supports for students with disabilities.

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists in ensuring compliance with policies and procedures of the Board of Education, federal, state and local laws, regulations, and mandates.

Consults with staff, parents and outside agencies regarding Special Education students and programs offered.

Acts as a resource to parents, buildings in matters of special education policy and procedure.

Assists in program planning, program and services development, and general delivery of special education.

Assists with supervision of all departmental support staff.

Assists with supervision and evaluation of teams as determined by the Director of Special Populations.

Assists in the development and adaptation of curriculum for specialized services.

Lead Coordinator

Fosters collaborative relationships between departments and with building administrators.

Serves as a liaison between the public school and outside agencies.

Attends parent meetings requiring special education administrative support beyond the need for the school's assigned coordinator.

Promotes high student achievement for all students.

Develops and delivers high quality professional development.

Assists in the development and monitoring of the special education budget.

Assists in preparing reports as required by federal, state, and local agencies

Monitors staff caseloads and student progress provided by level coordinators.

Assists in recruitment, selection, and recommendation for hiring of special education personnel.

Other duties as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

Valid TN Teacher Certification required with an endorsement in special education. Master's Degree or higher in special education, educational leadership, or related field. Special Education teaching experience required.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires

Lead Coordinator

the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

Lead Coordinator

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date