JOB DESCRIPTION

POSITION TITLE: Coordinator of Support and Services  
JOB CODE: 621D

DIVISION: Academic- Support and Specialized Services  
SALARY SCHEDULE: Coordinator and Consultant

DEPARTMENT: Special Education  
WORK DAYS: 238

REPORTS TO: Director, Special Education  
PAY GRADE: CC5 (5,6 or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides assistance in the coordination of and preparation for Section 504, due process hearings and/or mediations, resolution meetings, and services with alternative education programs.

REQUIREMENTS:

1. Educational Level: Master Degree
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years of experience in supervision and/or consultation in policies, procedures, and issues related to programming and services for student with disabilities
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; knowledge about the IDEA, GA State Rules for Special Education and Section 504 of the Rehabilitation Act; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; problem solving; planning; organization; ability to develop and implement trainings for District Staff. The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Reviews student files in preparation for IEP meetings, Section 504 meetings, mediations, and due process hearings; provides a summary of findings and makes recommendations to the Assistant Superintendent for Teaching and Learning Support and Specialized Services, the Director of Special Education and the Assistant Director of Special Education.
3. Provides training to local school 504 contacts.
4. Provides direction and/or guidance related to Section 504 and IDEA compliance to local school administrators, Special Education administration, teachers, counselors, and school personnel.
5. Serves as the District coordinator for Section 504; coordinates and attends meetings with school and District personnel to prepare for IEP team meetings, Section 504 meetings, mediations, and due process hearings.
6. Obtains information regarding students with disabilities in private and/or residential treatment facilities and Alternative Education programs and provides regular updates.
7. Assists in providing responses to the Georgia Department of Education and to the Office of Civil rights for complaints that have been filed by parents.
8. Assists in coordinating activities related to Child Find under IDEA and Section 504.
9. Prepares files and student records to include all necessary documents.
10. Provides training to local school Special Education staff in regard to IEP procedures and compliance.
11. Assists with analyzing data in preparation for IEP compliance and communication with stakeholders.
12. Effectively conducts preparation activities for IEP meetings.
13. Coordinates services with online platform vendor for 504 and IEP systems.
14. Performs other duties as assigned by the appropriate administrator.

Signature of Employee __________________________ Date __________________

Signature of Supervisor __________________________ Date __________________