



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Special Education Coordinator
Department: Department of Schools
Location: Washington Service Center
Reports To: Executive Director
FLSA Status: Exempt
Bargaining Unit: Licensed, NWEA
Compensation: Administrative Salary Schedule, Special Education Coordinator

Prepared Date: 03/24/21

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Coordinator is responsible to coordinate the School Age programs located within a designated program (Related Services, Schools) within NWRES D which provides a broad continuum of services to students with disabilities. These programs are implemented in accordance with NWRES D policies and procedures, Oregon statutes and administrative rules, and federal laws and regulations. These programs must also be consistent with and supportive of the instructional programs carried out in the local districts in which NWRES D is operating.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Oregon Administrative license
2. Valid Driver's License and vehicle insurance
3. Master's degree in Special Education or School Administration
4. Successful experience in developing, managing, and/or teaching special education programs, including providing technical assistance to staff in procedural compliance and curriculum development.
5. Ability to design and implement programs to improve educational outcomes for students with special education needs
6. Strong facilitation and leadership skills with many different groups including staff, parents, students, and external associates.
7. Excellent written, verbal, and interpersonal communication skills.
8. Maintain confidentiality

Clatsop Service Center

3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



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ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks.
Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Coordinate the delivery of School Age Special Education services within a NWRESD program (Behavior, Related Services including Vision, Orthopedically Impaired, Nursing, Speech Language Pathology, AC/AT, Deaf/Hard of Hearing, etc.), including IEP implementation, review and revision. Assure programs are in compliance with state and federal laws, regulations, and ESD policy.
- B. Assist in the design and modification of programs consistent with best educational practice, legal requirements, and needs of local districts, state agencies, and other constituents.
- C. Oversee service delivery and/or classroom design to ensure provision of specially designed instruction within the framework of research based best-practice.
- D. Provide support to staff to meet changing needs of students and programs, including goal setting, development of a wide variety of effective instructional and behavior management strategies, classroom management, record keeping, and other identified needs.
- E. Participate as a team member in the recruitment, selection, and assignment of program personnel.
- F. Design planned, ongoing staff development to implement program policies and procedures, special education legal requirements, and special education and discipline best practice.
- G. Supervise and evaluate the work performed by program personnel.
- H. Assist in the development of the department budget. Manage School Age Special Education expenditures to stay within budgetary guidelines.
- I. Work closely with component School Districts in developing and evaluating programs and services provided by NWRESD.
- J. Collaborate with outside agencies as appropriate.
- K. Regular and punctual attendance for daily work schedule and meetings that may occur before or after the regular work day.
- L. Accurately complete reports required by NWRESD.
- M. Perform other duties and responsibilities as assigned.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self

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- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

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Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

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Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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