

Process Coordinator of Special Services

Chillicothe R-II School District Job Description

Position Title: Process Coordinator, Special Services / Section 504

Department: Special Services ***BOE Approved: 4/15/2025***

Reports To: Director of Special Services

FLSA Classification: Exempt

SUMMARY: Assists the Director of Special Services with the Special Education Program for the District. Helps ensure that students with special needs are receiving an appropriate free public education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Aid in the maintenance of a systematic program for students identified under IDEA and/or Section 504
- Help initiate / coordinate in-service training activities related to all Special Education.
- Directs and coordinates the initial educational evaluations process for Section 504 and/or IEP.
- Administers achievement and adaptive behavior measures as needed.
- Communicates standards of expected performance to students, teachers, and parents; communicates results of educational evaluations to parents, students and teachers.
- Participates in special education initiatives.
- Demonstrates effective problem solving and decision-making skills.
- Assist the Special Services Director in maintaining good communication and a strong working relationship with other school staff members and parents.
- Provides for effective day to day operation of the special education programs.
- Monitors student files for compliance.
- Assist in gathering and analyzing information on student progress in Special Education and Section 504 Programs.
- Uses district wide and statewide data to make decisions with IEP team members.

- Conducts self at all times as a representative of the school and assists the Director of Special Services in establishing and maintaining a good relationship with the community.
- Perform other duties assigned by the Director of Special Services.
- Develop and maintain a district-wide compliance plan.
- Develop, implement, and disseminate details of procedural safeguards.
- Develop, implement and disseminate commensurate Section 504 procedures.
- Communicate Section 504 procedures to staff.
- Member of building specific MTSS and Intervention teams.

QUALIFICATIONS: Bachelor's Degree in Secondary or Elementary Education; Master's Degree preferred. Necessary computer skills include Word processing, Spreadsheets, Email, PowerPoint, Publishing, Student Information System, and Spedtrack.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Secondary or Elementary Education. Master's Degree Preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Missouri Teaching certificate in Special Education.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Nine month employee. Salary to be established by the Board of Education.