



Mabank Independent School District

Job Title: Special Programs Coordinator **Wage/Hour Status:** Exempt/Professional

Reports To: Campus Principal and
Director of Special Programs **Days:** 192

Dept./School: Special Programs / High School **Date Revised:** 05/15/2024

Primary Purpose:

The Special Programs Coordinator is responsible for coordination, planning & preparation of compliance documents for students eligible for Special Education, English as a Second Language, and Bilingual services. The coordinator is responsible for working with the special programs department in maintaining all data integrity regarding PEIMS reporting for all special needs and emergent bilingual students.

Qualifications:

Education / Certification:

- Valid Texas teaching certificate
- Valid Special Education certification
- Valid ESL certification

Special Knowledge / Skills

- Knowledge of state and federal laws for educating students with disabilities
- Understanding of the individual needs of students with disabilities
- Working knowledge of state curriculum and instruction
- Ability to communicate effectively with parents and staff
- Ability to implement policies and procedures
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills

Experience

- Minimum of 5 years of successful teaching experience
- Experience with computer based documentation system (Frontline / eSped, DMAC preferred)

Major Responsibilities and Duties:

Special Education Services:

- Schedules, or assists in scheduling, Admission, Review, and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distribution of ARD calendar to appropriate ARD Committee members in a timely manner; notifies all appropriate school personnel of ARD meetings / ARD schedule changes.
- Ensures that all federal / state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by ARD Committee.
- Monitors ARD paperwork completed by campus personnel (Case Managers); completes and turns in ARD paperwork to Specials Programs Clerk within 72 hours of the meeting; turns in PEIMS information to Special Programs Clerk.
- Completes lists, forms, reports, PEIMS forms, and data required by the Special Programs Department by due dates (e.g., transportation forms)
- Provides for systematic communication among special and general education personnel (with respect to ARD meetings and decisions, IEPs, accommodations and instructional concerns and progress).
- Ensuring student progress is evaluated on a regular, systematic basis, and findings are used to make decisions to improve program effectiveness as it relates to specific student needs. Offer and make implement changes when warranted.

Emergent Bilingual Services:

- Serve as a liaison between EB student, school and home.
- Cooperate with administrators and staff in implementing the EB programming.
- Remain up to date on all federal and state Emergent Bilingual guidelines pertaining to assessments
- Administer all initial EB language proficiency assessment components to incoming 9-12 students that have any languages other than English indicated on their Home Language Survey.
- Ensure the completion of EB language proficiency assessment paperwork and compliance.
- Prepare EB / LPAC student documentation in DMAC
- Assist in the supervision of quality implementation of language acquisition instruction for EB students.
- Support parent engagement activities for EB students
- Oversee the progress monitoring of all EB students and provide summary reports to campus principal

Communication and Community Relations:

- Establish and maintain a positive relationship with principals, teachers, staff, and parents by supporting innovation and efforts in educating students served within MISD Special Programs.
- Serve as a parent liaison in matters pertaining to student assessment, program eligibility, and IEPs.
- Articulate the district's mission and goals in the area of special programs and solicit support in realizing the mission.

Policy, Reports, and Law

- Compile, maintain, and file all reports, records, and other documents as required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of special programs. Make recommendations to improve program effectiveness.

Other

- Follow district safety protocols and emergency procedures.
- Perform other duties as assigned by campus principal and / or Director of Special Programs.

Working Conditions:

Mental Demands / Physical Demands / Environmental Factors:

- Maintain control under stress
- Work with frequent interruptions
- Prolonged sitting; Occasional bending/stooping, pushing/pulling, twisting
- Use of standard office equipment, including personal computer and peripherals

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

