



Three Rivers Montessori Charter School
District 4266-07
17267 Yale Street NW
Elk River, MN 55330
763-595-1213

Three Rivers Montessori Charter School Special Education Coordinator Job Description

School Mission

Empowering students to reach their full potential through authentic Montessori learning.

Position: Special Education Coordinator

Employment Type: Full-time, 1.0 FTE

Core Hours: Monday through Friday, 7:30 am - 3:30 pm

Salary Range: \$75,000.00 to \$85,000.00/Yr.

Major responsibilities

- Develops, implements, and leads special education department meetings and child study meetings
- Reviews all school IEPs to ensure quality and compliance and ensures accuracy of information in IEP-onLine database (SpedForms)
- Coordinates with Sped director and Executive Director regarding caseloads, schedules, special education transportation needs, and special education state assessment processes
- Oversees special education eligibility and re-evaluation processes
- Coordinates all related services for special education placement
- Participates in the development of all Behavioral Intervention Plans (BIP) and Functional Behavioral Assessments (FBA)
- Participates and facilitates Manifestation Determination Review
- Partners with the Curriculum Coordinator to develop 504 services
- Completes educational assessment as related to eligibility process
- Fosters and leads parental participation in the special education process
- Addresses behavioral strategies for special education students
- Conducts observations for students and staff
- Assists with staff and paraprofessional evaluations giving input to administrative team

- Ensures procedural safeguards are met
- Assists with the FAPT process for out of school placement and services
- Ensures transition services are coordinated
- Trains and assists special education teachers, paraprofessionals, and related services with best practice instructional strategies
 - Develops and implements a clear and cohesive training program each year
- Provides small group instruction for students based on evidence best practices (such as OG/multi-sensory) as needed
- Submits records and reports and assignments promptly and effectively
- Maintains and upholds school and county policies and procedures including upholding and enforcing school rules and administrative regulations
- Makes provision for being available to students and parents for education-related purposes within contractual commitments
- Attends and participates in faculty and department meetings
- Develops, in cooperation with colleagues and administration, a plan for enrichment and/or intervention of instruction for identified students within the general classroom classroom
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students
- Performs related duties as assigned by the Executive Director

MARGINAL JOB FUNCTIONS

1. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
2. Working with Groups – The Coordinator will serve with parents, colleagues, students and administrative groups as requested in advancing educational and related activities and objectives.
3. Record-keeping – The Coordinator will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
4. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.
5. Curriculum Development – The Coordinator will aid in curriculum design, planning, and revisions as necessary.

SUPERVISION EXERCISED: The Coordinator supervises the Special Education case managers, paraprofessionals, and related services (behavior interventionist and school social worker)

Other Responsibilities

- Provide crisis intervention as needed
- Participate actively in department meetings, faculty meetings, and other meetings
- Support home visits
- Support grade-level and school-wide activities, including coordination of chaperoning trips, etc.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printers, copy/fax machines, and telephone.

Qualifications

- Requires strong working knowledge of special education rules and regulations as the individual serves as the go-to special education expert
- The ideal candidate has previous leadership experience
- Require Master's Degree in Special Education or related field
- Require current Minnesota license as Director of Special Education or significant progress towards licensure with ability to complete within one year
- Require a valid Minnesota teaching license in one (1) or more special education areas (ASD, EBD, SLP, DCD, SLD, PI, etc.)
- Three years teaching experience

Industry

General Education & Special Education

Employment Type

Exempt 1.0 FTE – Competitive Salary and Benefits

Start Date

As soon as possible

Visit threeriversmontessori.org for more information.

Posted

09/20/2022

Application Process

Submit your cover letter, Resume, application (found on the Three Rivers website as noted above), and supporting documentation to employment@threeriversmontessori.org

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.