



Pickens County Board of Education Job Descriptions

SPECIAL EDUCATION COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 200 Days

REPORTS TO: Director of Special Education

QUALIFICATIONS: 1. Valid Georgia certification on Special Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Assist the Director of Special Education in various aspects of the special education program.
- Work effectively with Director of Special Education in developing and coordinating all programs and their curriculum.
- Work with Director in developing LEA Special Education Comprehensive Plan and supporting budgets.
- Survey needs and coordinate staff development activities of special education teachers. Provide in-service training as needed.
- Supervise system's compliance with due process regulations.
- Coordinate needs assessment, purchasing, distribution, and inventory of special education supplies and equipment
- Coordinate with school psychologists and other staff special education policies, procedures and forms.
- Identify teacher and program needs and facilitate solutions.
- Serve as a consultant in the development of IEP's
- Observe and evaluate teachers as assigned; consult with teachers in problem areas.
- Serve on placement committees as requested.
- Assure accurate maintenance of student special education records.
- Serve on system committees as requested.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job procedures.

- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.