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# Example of Special Education Coordinator Job Description

Our growing company is searching for experienced candidates for the position of special education coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for special education coordinator

* Operate as the main liaison between the Course Directors, students, faculty, School of Medicine staff and other departments involved in student education
* Lead the monthly student orientation to ensure proper communication of course requirements and expectations to students
* Purchase, create rosters for, and proctor computer-based student shelf examinations
* Create all online course shells on Canvas, including assignment descriptions and files, announcements, deadlines, and manage grade release communication to students and the School of Medicine, per LCME regulations
* Create any program materials that are needed (ex
* Manage student and faculty evaluation creation and collection
* Maintain and operate multiple computer programs for the administration of medical student education (including Canvas, VSAS, MedHub, New Innovations, Student Scheduler App, CUSOM Logger, NRMP, SharePoint)
* Prepare reports for the Department or School of Medicine to satisfy the needs of the LCME, the Grading Committee Meeting, the Course Block Directors meeting, program reviews, audits
* Attend monthly UME Coordinator meetings and Course Block Director Meetings
* Coordinate and conducting classroom observations and testing

## Qualifications for special education coordinator

* Exemplify and develop positive interpersonal relationships among teachers, students, staff and other personnel
* Collaborate with central special education, campus and district staff on the appropriate allocation of resources
* Work with central office administration, principals and faculties in implementing teaching techniques and strategies that result in positive student behavior and improved academic performance
* Cooperatively plan with central office administration, principals, advisory teams and faculties in the selection of materials, development of methodology and implementation of innovative teaching techniques, strategies and staff development sessions
* Assist campus level teams with the development of plans to support student needs
* Assist staff in the implementation of data collection and the interpretation of data to enhance student success