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# Example of Special Education Coordinator Job Description

Our company is growing rapidly and is looking for a special education coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for special education coordinator

* Reports measures of the progress and performance of special education teachers to the Special Education Manager and/or Principals
* Provides on-going training and mentoring for new and continuing staff members
* Collaborates with Special Education Manager to design and develop training materials
* Manages class loads and teacher assignments
* Works closely with Learning Support Specialist, serves as point of contact for referrals for initial evaluation
* Works with instructional leaders to train teachers on the use of data to differentiate and evaluate the effectiveness of teaching strategies
* Creates and maintains relationships with state/regional/district-level special education leaders
* Assists with all special education reporting, school, local, state, and federal
* Support the ongoing professional development and individual training of the Diverse Learners Coach
* Share in the leadership of the school by taking on essential roles in addition to teaching

## Qualifications for special education coordinator

* Exhibit excellent communication (verbal and written), public relation and interpersonal skills
* Become part of a strong and supportive professional learning community
* Enjoy and thrive in the lively and diverse world of urban adolescents while striving to create a model of public education that serves them well
* Coordinate the provision of Special Education services to Students with Disabilities, including moderate and severely disabled students
* Work collaboratively with other staff to plan for the growth and evolution of the program, including increased inclusion
* Be responsible for facilitating the process of student scheduling, assessment, and progress monitoring of all Students with Disabilities