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# Example of Special Education Coordinator Job Description

Our company is growing rapidly and is hiring for a special education coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special education coordinator

* Preparing handouts and materials for trainings and technical assistance support to schools
* Managing registration and correspondence related to project events and trainings
* Managing requests for professional development credit and maintaining records
* Managing mailing lists for project newsletters and other correspondence
* Making basic updates to project websites (e.g., changing text, uploading documents)
* Preparing, distributing and compiling print and web-based surveys to identified stakeholders (e.g., former students, school teams, districts)
* Preparing contracts and reimbursement for events and vendors prep
* Helping to prepare and distribute project newsletters
* Preparing reimbursement for travel and honorarium for consultants, and other project expenses
* Organizing and maintain print and electronic files

## Qualifications for special education coordinator

* Minnesota Administrative Certification (preferred)
* A minimum of 3 to 5 years fulltime successful special education teaching experience
* Have special education classroom experience
* Have a general understanding of effective instructional techniques and strategies as they relate to identified disabling conditions
* Desire to be a part of building a new school and to meet the challenges this poses
* Excellent written, interpersonal and organizational skills