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# Example of Special Education Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Maintaining agendas and meeting minutes for team meetings
* Serve as the manager of special education teachers and paraprofessionals
* Lead special education and general education teachers to develop effective whole group practices, small group interventions, and individualized learning activities
* Assist special education teachers to create data-tracking systems to determine the effectiveness of interventions
* Lead professional development for special and general education teachers at the school
* Oversee case management of a cohort of students with Individual Education Plans (IEPs)
* Oversees the transfer of student records between schools, districts, parents and the special education enrollment teams
* Serves as point of contact on document receipt issues for students, prospective students, parents, administrative personnel, and reporting agencies
* Manages, develops, and ensures compliance with special education student records confidentiality by storing them in secure, locked cabinets
* Uploads special education documents into FileShare and Infinite Campus systems

## Qualifications for special education coordinator

* Experience teaching in urban and diverse school environments
* Ability to speak a second language preferred
* These statements are intended to describe the general nature and level of work being performed by people assigned to this job
* Three to five years related experience in higher education or related field preferred
* Good organizational and problem-solving skills with attention to details
* Must be a collaborative and effective team member