

TRENTON BOARD OF EDUCATION
JOB DESCRIPTION

COORDINATOR FOR SPECIAL EDUCATION

- QUALIFICATIONS:**
1. Bachelor's Degree in criminal Justice or finance from an accredited college or university.
 2. Proficient in Microsoft Office, especially Word, Excel, and Access.
 3. Familiarity with Power School a requirement.
 4. Five years' experience maintaining registration data required.
 5. Five years' experience monitoring early intervention, PSD students or Pre-K students required.
 6. Excellent interpersonal skills.
 7. Must be able to accurately compile and interpret data, summarize information, and provide reports to the appropriate supervisor.
 8. Excellent written and oral skills.

REPORTS TO: Assistant Superintendent of Special Education

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Review contracts from educational agencies including approved private schools, special services school districts, educational services commissions, state operated schools, alternative schools and other public school districts.
2. Maintain an Excel spreadsheet with student and contract information.
3. Ensure that identified students are registered in the district student information system, contracts are placed on the Board agenda for approval by the Trenton Board of Education; signed contracts are returned to the provider and a copy maintained in the Office of Special Education.
4. Review invoices to ensure that a contract is in place for all tuitions billed to the district.
5. Required to enter on a monthly basis attendance of out-of-district students into Power School and notify the Director of any instances of high absenteeism.
6. Assist with training of end users affiliated with the Special Education Program.
7. Tracks Special Education complaint investigations.
8. Liaison for Special Education placement in juvenile detention centers and student transition from juvenile detention centers to public schools or alternative schools.
9. Under the direction of the Director of Special Education, prepares reports required by state and federal agencies in a

timely manner. Work in a collaborative manner with the Office of Assessment and Accountability on the submission of any State required report.

10. Provide the Director of Special Education with copies of any reports prior to submission and maintains files of reports submitted for Directors review.
11. Manage Special Education data integrity by regularly performing audits of the data and the procedures for entering the data.
12. Research and investigate information to enable strategic decision-making by others.
13. Works collaboratively with PSD agencies and institutions in the community.
14. Enter data and maintain records for SEMI, such as parental consent and provider credentials.
15. Run SEMI reports.
16. Manage district participation in Random Moment Time Study.
17. Maintains registration data to ensure enrollment compliance of in district and out of district special education registration.
18. Monitors the implementation of the special education registration process.
19. Maintains registration files and documentation for the special education population.
20. Perform other duties and responsibilities as assigned by the Director of Special Education.

TERM OF

EMPLOYMENT:

Twelve (12) months position

BARGAINING UNIT:

Trenton Administrators & Supervisors Association (TAS)

SALARY:

In accordance with TASA Contract

STATUS:

Hourly___ Salaried X

Exempt___ Non-Exempt___

EVALUATION:

In accordance with individual contract.

Board Approved
8/27/2012

Board Approved
October 26, 2015