

**Title:** Process Coordinator

**School District:** Frontier School System

**Qualifications:** Have a valid Missouri certificate in at least one area of special education or related area and a Master's degree in education. Know the special education process. Have experience with conducting Cognitive, Academic, Adaptive Behavioral, and transitional assessments. Would prefer a candidate with a Psychological Examiner License, but is not required.

Reports To: Campus Administrators and Director of Special Education.

Job Goal: Conducts the special education process from referral through initial IEP, to ensure appropriate identification and to ensure correct placement and services for students with disabilities. A process coordinator participates on the multidisciplinary evaluation team and assists in determining whether a student has an educational disability. Compliance with state and federal requirements for the implementation of the individuals with Disabilities Education act, IDEA.

### **Essential Duties and Responsibilities**

#### *Area A: Assessment Process*

- Obtains medical releases from parents in order to obtain and exchange medical information with physicians.
- To process and coordinate the appropriate services for students with disabilities.
- Has the ability to communicate and create rapport with students for the accuracy of testing.
- Administering of cognitive, academic, behavioral tests.
- Analyzes assessment data carefully and writes descriptive evaluation reports using district format.
- Transition Assessments

#### *Area B: Special Education Process*

- Coordinates with building staff to make decisions and conduct assessment.
- Assures the review of existing data process is complete and that timelines meet with compliance.
- Completes acceptance paperwork after reviewing transfer evaluations.
- Arranges meetings with staff and parents to review assessments and make decisions regarding diagnostic program recommendations.
- Monitoring and adheres to re-evaluation dates for students with active IEP's.
- Provides Resource to parents regarding any educational concerns in the area of special services.
- Maintains compliance in regards to Initial Evaluations and triennial evaluations.
- Transition Process
- The ability to write reports and correspondence with participants.
- Communicate concisely in oral and written form and the ability to interpret information.
- Special Education Teaching, or other duties assigned if needed.

Salary \$42,000 - \$46,000 plus benefits. If interested, please submit resume, three letters of reference, transcripts, and copy of Missouri certification to **LHarvey@frontierschools.org**