



**Mid-Valley Special Education Cooperative**

Dr. Marianne Fidishin, Executive Director

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MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: October 3, 2018

RE: Special Olympics Coordinator Job Description

The Executive Director is recommending approval of job description *Special Olympics Coordinator*.

Attached is job description for the position of *Special Olympics Coordinator*, designed to ensure a structured and steam-lined hiring and placement process. For the past five years, the position has been filled by a MVSEC teacher. The first two years in the position, the teacher volunteered their time, and was paid the last three years a stipend of \$1000, a dollar amount agreed upon by MVSEC Cooperative and MVSEC Association. The stipend was derived from the collective bargain agreement "Hourly Differential-Teachers" of \$30 multiplied by time of service (33 hours).

This individual is no longer in the service of MVSEC and the position will be posted initially for internal then external candidates.