

**JOB DESCRIPTION**  
**DIRECTOR/COORDINATOR OF SPECIAL EDUCATION**  
**NOME PUBLIC SCHOOLS**

## QUALIFICATIONS:

1. A current State of Alaska Type A Teacher Certificate with endorsement in Special Education and experience in Special Education programs required (for Coordinator placement). Current State of Alaska Type B Administrator Certificate and endorsement in Special Education preferred (for Director placement).
2. Three-years successful employment experience as a special education teacher in a public school setting required; administrative experience at the site and/or district level preferred.
3. Demonstrated knowledge and understanding of the Americans with Disabilities Act and Individuals with Disabilities Act, and best practices for education individuals with disabilities.
4. Broad background in special education, with teaching experience in at least one area.

**REPORTS TO:** Superintendent

**COMPENSATION:** 215 day contract; placement on Administrative Salary Scale – Type A certificate (Coordinator Position) or Type B (Director Position)

**JOB GOAL:** Provide leadership in developing and maintaining Special Education programs and services. Provide administrative, technical support and assistance in the development and implementation of state funded Special Education programs. Supervise the maintenance of records in accordance with federal and state requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to work collaboratively with principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments; handle confidential information discreetly and professionally; use discretion and exercise sound judgement; proven effective interpersonal and communication skills with students, staff, parents, district and community; effective management, supervisory, team- building, and problem-solving skills.

## **PERFORMANCE RESPONSIBILITIES:**

1. Develop required and needed programs for all students with disabilities
2. Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, building and office administrators.
3. Monitor the development of all aspects of the special education program process.
4. Jointly supervise all special education staff with principals, including classroom observations and written evaluations. Collaboratively determine placement of staff, staff

caseloads, staff scheduling, etc. with site principals. Assist in recruitment and hiring of special education staff.

5. Oversees the Special Education Administrative Assistant, including direct supervision and evaluation.
6. Oversee the Extended School Year Program (ESY)
7. Ensure compliance with local, state, and federal guidelines
8. Report on the status of the Special Education Program at the request of the Superintendent and Board of Education.
9. Write, maintain, and administer the Title VI-B and Section 619 grants, including supervision of budgetary expenditures. Extends to general funds as required.
10. Write additional grants as requested with regards to special education student needs.
11. Assumes responsibility for compiling, maintaining, and timely filing of all reports/data, records, and other documents to the Alaska Department of Education
12. Recruit and prepare contracts for related service providers such as Occupational Therapist, Physical Therapist, School Psychologist, and Speech Pathologist
13. Schedule and assign related service providers (psychologist, physical, occupational, and speech therapists.)
14. Coordinate annual school-wide Vision and Hearing Screenings
15. Maintain complete confidential files on all students referred for and/or receiving special education services.
16. Assume responsibility for Child Find activities including the coordination of all schools' referral activities and preschool screenings including Annual Child Find Fair.
17. Plan, implement, and/or facilitate professional development for school staff assigned the responsibility of delivering special education services to students
18. Serve as District Representative at Eligibility, IEP, and other mandated special education meetings
19. Maintain a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students
20. Direct case management services for students (if needed), including the identification, follow-up, and individual educational plans of students with disabilities.
21. Assume the responsibility for the accuracy, validity, and interpretation of assessment results as related to special education eligibility determination.
22. Review, edit, and ensure accurate record keeping including teacher written Individual Education Plans (IEPs) and other required special education paperwork of students receiving special education services.
23. Perform any other related duties as assigned by the Superintendent.

**Terms of Employment:** 215-day with salary and other conditions of employment to be established by the Superintendent and School Board.

THE NOME SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Contact:

Human Resources  
Nome Public Schools  
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Nome, AK 99762  
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(JD-Director of Special Education 01/26)