

Wentzville R-IV School District
Position Description
Locator: 2.13

Position Title: District Process Coordinator

Reports To: Assistant Superintendent for Special Services

SUMMARY

To coordinate special education services for students with disabilities and to assist general and special education staff in providing effective instructional programs through on-going staff collaboration, training and program development and evaluation.

QUALIFICATIONS/REQUIREMENTS

An appropriate Missouri teaching certificate in special education or related field; Masters Degree (MA) preferred; 4 years teaching experience; strong interpersonal skills necessary to coordinate the professional efforts of co-workers within the department and administrators within the school building and district.

ESSENTIAL JOB DUTIES

- **Oversee the IEP Process**
Monitor IEP's for compliance through periodic file reviews
Manage SIS IEP
Attend and approve IEP meetings for high need cases
Monitor high school transition planning
- **Monitor/analyze special education discipline**
Attend disability manifestation IEP meetings
Support building administration with OSS procedures
Monitor OSS logs
- **Monitor special education files for compliance with State and Federal regulations**
Transition files at end of each school year
- **Monitor special education participation/program effectiveness and consistency in all programs and within the continuum of services**
- **Monitor programs/students in outside placements**
Attend IEP's
Conduct program visits
Facilitate communications
- **Implement district policies and procedures to ensure compliance with Board policies, district, state and federal laws and guidelines**
- **Serve as LEA at IEP/ISP to assure compliance in situations where significant program resources/issues are anticipated**

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- **Assist the Assistant Superintendent for Special Services in creating strong instructional environment by providing quality professional development and monitor buildings for consistency**
Provide PD in the use of research-based instruction/methodology, programming, IEP decision-making, data collection, meaningful goal writing, behavioral intervention, MAP preparation/analysis, post-secondary transition planning, transition between buildings, staffing, the special education process and compliance, IEP writing/facilitating, and managing the manifestation process
Collaborate with special services department to develop activities and training
Train new employees
Mentor/collaborate with case managers
Serve as an instructional leader/resource for the district
Update and maintain procedural manuals
Update High School course guide for special education
- **Meet with the Assistant Superintendent for Special Services as scheduled for the purpose of gaining updated information to disseminate to building staff, update Assistant Superintendent for Special Services on building issues and collaborate with other District Process Coordinators to ensure vertical and horizontal consistency among all buildings**
Attend LASE meetings
Monitor building Purchase Order requests
- **Provide input to building principals for use in supervision and evaluation of special education personnel/departments chairs**
- **Assist building principal and Assistant Superintendent for Special Services in determining staffing needs and monitoring of schedules and caseloads**
Create Caseloads and building schedules
Monitor M-2's
Monitor M-8's
Oversee creation of building support staff assignments
Monitor support staff assignment sheets
Monitor need for additional staff
Assist in interview process
- **Coordinate district Extended School Year program**
- **Coordinate district Non-Public Program**
- **Collect and monitor data for reporting requirements for State reports, i.e., Core Data, December 1 Child Count, Exit Report, MSIP process, Improvement Planning**
- **Coordinate district Assistive Technology Team**
- **Assist with technology for special education**

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- **Monitor LEA activities**
Monitor building calendars
Coordinate with district LEA Trainers
- **Coordinate MAP-A administration**
Facilitate MAP-A training/enrollment/review
Facilitate EOC training/enrollment/review
- **Provide support to building staff and administration**
Observe/collaborate in difficult student cases
Monitor the special education evaluation process
Assist in coordination of psychological examiners
- **Perform other duties as assigned.**

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Principal/Assistant Superintendent for Special Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the Individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policy plus 10 extra contracted days.

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.

Revised: 3-20-12