

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Student Support Coordinator

Supervisor: Director of Student Support

Services

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. Minimum of five (5) years of successful teaching experience

Terms of Employment:

- Twelve (12) month contract, 260 days
- Twenty (20) vacation days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Effectively work with students, staff and parents.
2. Responsible for supervision, curriculum development, technical assistance coordination of services, staffing and liaison activities with agencies and parents as assigned by the Director of Student Services.
3. Counsel and/or discipline students referred to the office. When the Special Education Coordinator determines it is warranted, transfer the responsibility for particular student or personnel problem to principal.
4. Oversee the academic progress of all special education students in program and service areas assigned to him/her.
5. Develop and revise special education curriculum.
6. Provide technical assistance to staff in special education programs.
7. Assist in the development of in-service programs for special education staff and parents.
8. Assist in the development of federal grants.
9. Supervise extracurricular activities.
10. Act as a liaison to agencies.
11. Participate in the overall management of special education programs and services.
12. Keep the Director of Student Services informed concerning needs, progress and problems related to the special education program and services assigned to him/her.
13. Assist in the development of procedures and forms needed to comply with state and federal regulations.
14. Supervise staff in program and service areas assigned to him/her; evaluate certified and support staff assigned to him/her.

15. Work with building principals to improve the performance of the special education staff.
16. Attend special education staffing as district representative as assigned by the Director.
17. Coordinate and facilitate appropriate scheduling for all special education students in conjunction with case managers and counselors.
18. Assist in the placement of students in special education programs to meet their needs.
19. Assist in scheduling classes, transportation, and maintaining student records.
20. Act as a liaison between school and parent when needed.
21. Implement all federal and state policies as they relate to students with disabilities.
22. Keep current with best practices and requirements as they relate to your job assignment.
23. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.