

Special Education Coordinator



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| Job Description: Special Education Coordinator | Start Date: Immediately | Salary: \$80,000.00-\$90,000.00 w/possible incentives for additional SPED licenses |
| FLSA Status: Exempt (Full-Time) | Hours: 7:00am - 3:00pm M-F | Supervisor: Executive Director |

Three Rivers Montessori is looking for a full-time **Special Education Coordinator to oversee our special education department.** We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities. We are looking for a dedicated and passionate individual to support our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

This full-time position includes **75% medical and dental benefits** employer paid for the individual, **10 holidays** paid, **75% employer-paid retirement, 100% life insurance, 100% long-term disability**, plus additional optional benefits. In addition, full-time employees accrue two days of PTO per month. Employees are paid twice monthly on the 15th and last day of the month. This position includes holidays and school breaks off; see the [calendar](#) for specific days.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

Summary of Position

Three Rivers Montessori’s Special Education Coordinator is a crucial asset to the success of our specialized learners. The right candidate will need to manage multiple tasks and intuitively problem solve to support students and staff in

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their academic, behavioral, and teaching needs while also efficiently managing the functions of the overall special education program.

Our team members are passionate about Montessori and providing an authentic experience for their students. We advance your abilities by providing on-site and online training with certified Montessori educators. Strong leadership is essential to our team, and we cultivate a culture where we all learn and grow together.

Job Duties

- Develops, implements, and leads special education department meetings, child study meetings, and IEP meetings (in collaboration or partnership with the case manager(s))
- Reviews all school IEPs to ensure quality and compliance and ensures accuracy of information in IEP-online database (SpedForms)
- Coordinates with Sped director and Executive Director regarding caseloads, schedules, special education transportation needs, and special education state assessment processes
- Oversees special education eligibility and re-evaluation processes including oversight of all initial and re-eval meetings
- Coordinates all related services for special education placement
- Participates in the development of all Behavioral Intervention Plans (BIP) and Functional Behavioral Assessments (FBA), including reporting on results at IEP meetings
- Participates and facilitates Manifestation Determination Review
- Partners with the Director of Teaching and Learning to develop 504 services
- Completes educational assessment as related to eligibility process
- Fosters and leads parental participation in the special education process
- Addresses behavioral strategies for special education students
- Conducts observations for students and staff
- Performs all SPED staff and paraprofessional evaluations in collaboration with general education administration

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- Ensures procedural safeguards are met
- Assists with the FAPT process for out of school placement and services
- Ensures transition services are coordinated
- Trains and assists special education teachers, paraprofessionals, and related services with best practice instructional strategies
 - Develops and implements a clear and cohesive training program each year
- Provides small group instruction for students based on evidence best practices (such as OG/multi-sensory) as needed
- Submits records and reports and assignments promptly and effectively
- Maintains and upholds school and county policies and procedures including upholding and enforcing school rules and administrative regulations
- Makes provision for being available to students and parents for education-related purposes within contractual commitments
- Attends and participates in faculty and department meetings
- Develops, in cooperation with colleagues and administration, a plan for enrichment and/or intervention of instruction for identified students within the general classroom classroom
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students
- Performs related duties as assigned by the Executive Director

MARGINAL JOB FUNCTIONS

1. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
2. Working with Groups – The Coordinator will serve with parents, colleagues, students, and administrative groups as requested in advancing educational and related activities and objectives.

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3. Record-keeping – The Coordinator will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
4. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.
5. Curriculum Development – The Coordinator will aid in curriculum design, planning, and revisions as necessary.

SUPERVISION EXERCISED: The Coordinator supervises the Special Education case managers, paraprofessionals, and related services (behavior interventionist and school social worker)

Other Responsibilities

- Provide crisis intervention as needed
- Participate actively in department meetings, faculty meetings, and other meetings
- Support home visits as needed

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Minimum Qualifications

- Requires strong working knowledge of special education rules and regulations as the individual serves as the go-to special education expert
- Require Master's Degree in Special Education or related field
- Require current Minnesota license as Director of Special Education or willingness to work toward
- Require a valid Minnesota teaching license in one (1) or more special

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education areas (ASD, EBD, SLP, DCD, SLD, PI, etc.)

- Three years teaching experience

Desired Qualifications

- Montessori training and/or experience
- The ideal candidate has previous leadership experience

Application Process

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.