

**JOB DESCRIPTION**

**Position:** Special Services Coordinator  
**Status:** 10-month Classified  
**Reports to:** Special Education Director  
**Salary:** Classified Salary Schedule, Column F

**Desirable Qualifications:**

- High school diploma or equivalent
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Experience supervising youth consistent with the age group of the school
- Familiar with office equipment and technology
- Good understanding of computer applications
- Knowledge of Alaska Special Education Policy and Regulations

**Performance Responsibilities:** Assist special education teachers and the Director of Special Education in maintaining data on special education students and transmitting that data to educational agencies and staff.

**General Responsibilities:**

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

**Essential Functions:**

- Maintains files for special education students.
- Gathers data of special education services for reporting purposes.
- Submits reports to the Alaska Department of Education & Early Development
- Informs director of missing elements from student records.
- Transmits records to other educational agencies for transfer students.
- Coordinates testing and evaluation times and dates among staff of each school.
- Coordinates the child find activities.
- Assist in writing grants.
- Follows instructions of supervisor.
- Provides advanced clerical assistance.
- Assists with district technology.
- Assists with operation and maintenance of Student Information System
- Tutors students in all academic areas
- Administers ~~After-School or~~ Evening Homework Room as appropriate
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs all other duties as assigned.

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I have read and understand the above job description.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.**

Revised: July 1, 2024