

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

Central Office Administration

Title:	Coordinator of Special Services - Confidential
Qualifications:	<ol style="list-style-type: none">1. HS Diploma required and two years post- secondary training or five years secretarial job experience.2. Minimum five years successful workplace experience.3. Exceptional writing, oral and analytical skills.4. Knowledge of applicable laws, regulations, and procedures.5. Google platform and IEP online management expertise, as well as technology applications.6. Student Data Management experience, PowerSchool preferred.7. Special education process management experience preferred.8. Child Study Team support and supervision experience preferred.9. Demonstrated organizational, communication and interpersonal skills.10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
Certificate and Endorsement Requirements:	None required
Reports To:	Director of Special Services and/or designee
Supervises:	Not applicable
Job Goal:	A district-wide position that coordinates and provides support through the Special Services Department. Under the direction of the Director of Special Services, coordinates the operations for the special services department efficiently to meet the needs of all students and staff in the areas of special education, related services, school health, mental health, SEL, 504s, ELL services, homeless services, and wellness.

Performance Responsibilities:

1. Coordinates processes and compliance documentation for special education and 504.
 - a. Familiar with and adheres to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (FERPA), and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information.

- b. Maintains proficiency in the Student Information System (i.e., PowerSchool) and the online IEP system (i.e., Frontline IEP) to manage student records, process documentation, and performance.
 - c. Assists the Director and District Data Manager in submission of State mandated reports including NJ SMART and ADR.
 - d. Coordinates and assists with due process requests and legal issues including correspondence with legal counsel, preparing documentation and files for legal representation, board approval process for all settlements and agreements, monitors implementation timelines for mediation agreements and judgements.
 - e. Coordinates the management of the 504 process in collaboration with all school counselors. Supervises the completion of 504 documentation notifications, and review processes.
2. Assists the Director and ESL Teacher in all aspects of managing the ELL program.
3. Maintains and coordinates the Non-public data management, grant allocations, and serves as a liaison to the non-public service provider.
4. Coordinates and supports the required activities to manage and maintain:
 - a. McKinney-Vento Homeless Education program
 - b. Home Instruction services by internal and external providers including approvals, authorizations, timesheets, performance records, and instructor assignments. General education and special education student services are included under Home Instruction.
 - c. Extraordinary Aid Annual Report data collection, data analysis, data maintenance throughout the year, and IEP verification of needs.
 - d. NJ SMART reporting in coordination with the Data Manager.
 - e. All State reporting related to the Special Education and other areas supported under the Special Services Department.
5. Coordinates and manages the purchasing process and all related tasks in conjunction with the business office
 - a. Performs set up and processing of all requisitions and purchase orders in accordance with purchasing requirements in CDK.
 - b. Maintains an internal system of documentation for all purchases by Special Services.
 - c. Collaborates with the accounts payable department and Assistant School Business Administrator to manage contracts, vendor approvals, and board agenda actions related to purchasing.
 - d. Supports the budget process and ongoing monitoring of the budget on the bi-weekly basis supporting the management by the Director of Special Services.
 - e. Supports the process for requesting professional development by staff as part of the purchasing process in accordance with all rules and regulations for approvals and timelines.
 - f. Maintains contracts for all services procured by the Special Services Department and maintains contact with vendors to monitor contract values, service provision, and adjustments.
 - g. Coordinates with the health office staff to plan for ordering of district wide supplies.
6. Coordinates all hiring activities with the Director of Special Services for positions aligned to special education, counseling, health, CST, related services, teaching assistants, and other support positions.
7. Oversees the preschool lottery and registration process
 - a. Schedules and coordinates the preschool lottery, communicating with the building secretary and school principal.
 - b. Collects lottery information and organizes the lottery process and data collection.
 - c. Maintains and prepares all communication with all lottery participants.
 - d. Process new preschool student records, communicating information to the Coordinator of Registration as necessary.
 - e. Responds to inquiries from preschool families.
 - f. Notify all relevant staff of new preschool student information following the lottery placement process.
 - g. Maintain a spreadsheet of lottery participants and placement offers
 - h. Present information for incoming families.
 - i. Maintain a spreadsheet of transferring IN/OUT students.
 - j. Collaborates with the CST, preschool team, and school principal regarding placement offers, class organization, and new preschool referrals to determine the availability of seats for preschool.
8. Supervises and manages the district ESY program:

- a. Plans and prepares for Extended School Year programming and operations, supporting all projections, logistics, documentation, and preparation.
 - b. Coordinate the hiring process aligned with student and service projections.
 - Collaborate with the Coordinator of HR to post positions, monitor recruitment, and prepare the board agenda personnel information for new hires.
 - Review applications and schedule interview sessions for the Director and/or other hiring staff.
 - Maintain information with applicants in the hiring process.
 - Prepare hiring recommendations and provide them to the business office team and Superintendent.
 - c. Coordinate the documentation and requests for all special transportation for ESY and maintain communication with the transportation liaison and contractors throughout the ESY program to problem solve, update student information, navigate family inquiries, and ensure all IEP transportation requirements are provided for.
 - d. Prepare and maintain student and staff rosters, bus attendance lists, attendance records, and absence requests.
 - Coordinates coverages, substitute placement, and documentation for all absences.
 - e. Responds and communicates with families in a timely manner about ESY programming, ESY transportation inquiries/changes, voice or email
 - f. Serves as the main point of contact for ESY throughout the program for ESY staff, families, and district staff.
 - g. Manages the documentation process for ESY payroll in coordination with payroll and the business office.
9. Coordinates and supervises the management of the part-time Child Studies Team secretary and related services caseloads and the referral process in the areas of data management, workflow, projections, resource management, progress reporting, and team support.
 - a. Maintains an appropriate active and archival student filing system for both confidential student records and non-confidential documents and records and readily retrieves items through the use of this system.
 - b. Processes referrals.
 - c. Maintains a CST testing log to assure all evaluations are completed in accordance to N.J.A.C. 6A:14 timelines; notifies Director of Special Services when meeting timelines is in question.
 - d. Checks IEPs in conjunction with the Director of Special Services.
 - e. Sends parent notifications of meetings, testing, and evaluation results.
 - f. Maintains accurate list of all special education students and provides this information to administration, upon request.
 - g. Maintains a system of communication and monitoring with all CST members and related service providers to manage workflow, timelines, caseloads, projected needs, and potential resource challenges.
 - h. Requests/forwards CST records when a student transfers in/out of district.
 - i. Performs technical tasks to support the articulation of students to the regional high school electronically and hard copy confidential files.
 - j. Supervises the notification process and communication between the district and the County office on all placements, home instruction, waiver requests, and parent inquiries.
 10. Manages the internal data management for absences for all staff members in the Special Services Department.
 11. Special Services Office Suite and School/Community Relations
 - a. Greets visitors, students, and/or employees and responds to requests for information and provides assistance.
 - b. Receives and routes incoming calls and correspondence
 - c. Prepares communication to families, staff, and the community to support all operations, announcements, and distribution of required materials.
 - d. Assists and works cooperatively with colleagues, specifically supporting the workflow for all CST and Related Service team members.

- e. Displays a positive attitude and is courteous when dealing with students, staff, residents and others in person and by telephone and email in the performance of this position.
- f. Maintains strict confidentiality at all times.
- g. Demonstrates an openness to discuss suggestions for office operations and performance improvement.
- h. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- i. Coordinates the efficient use of time and available material, equipment and personnel resources to support efficient operations and performance.
- j. Prioritizes tasks and demonstrates flexibility and leadership to change priorities, as appropriate, to meet the needs of the department.
- k. Performs office routines and practices, such as processing mail, operating the office equipment (scanner, fax, etc.), responding to and routing telephone calls, routine e-mail, and other messages.

Terms of Employment: Salary for a 12 month position (July 1 through June 30). Eligible for benefits. District-Wide and Central Office Non-instructional personnel.

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Superintendent of Schools

Date: May 2, 2022

Account Code(s):
 11.000.219.105.900.035 - 33%
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