Job Title: Special Services Coordinator  
Job Code: 11110

JOB SUMMARY

The Special Services Coordinator is responsible for planning, organizing, and coordinating student support programs for special population students.

MAJOR DUTIES

Assists in the developing of state-wide program plans and policies by making written/oral recommendations to the appropriate management staff;
Serves as project manager by coordinating and operating the Special Populations Program within federal, state and local guidelines;
Implements programs that facilitate achievement of goals and objectives and conforms to all policies;
Assists system personnel with the analysis of needs and directions for improvement based upon improvement team reports;
Develops classroom-based and/or distance learning training courses, using needs assessments and skill level analyses;
Monitors progress of program implementation, evaluates results, and recommends changes and improvements;
Ensures adherence to budget and other administrative requirements to meet the objectives of the program;
Collects and compiles related data;
Prepares grant applications;
Coordinates the activities of special task forces, study committees, or other designed groups;
Identifies staff development training needs and provides training;
Develops tests, questionnaires, and procedure that measure the effectiveness of curricula and determines the effectiveness of the program objectives;
Updates the content of educational programs to ensure that training, equipment and processes are technologically current;
Prepares or approves manuals, guidelines, and reports on state educational policies and practices for distribution.

COMPETENCIES

Knowledge of curriculum and program development and evaluation
Ability to research and collect necessary information
Ability to develop training courses
Ability to conduct a needs analysis
Ability to coordinate workshop and conferences
Ability to advise staff on curriculum development, materials usage and implementation procedures
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in education or a related field *and* Two (2) years of related experience

Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.