

Lyons Township High School District 204

POSITION TITLE: Special Education Program Coordinator

REPORTS TO: Special Education Division Chair

SUMMARY: Assists the Special Education Division Chair with program coordination. Responsible for coordinating department activities directly related to student-centered services and making recommendations to the Division Chair for program and curricular changes. The Program Coordinator facilitates IEP meetings and maintains communication with parents, out-of-district agencies, and faculty members.

SALARY: As determined by placement on teacher salary schedule.

WORK YEAR: Teacher work year plus extended summer contract

QUALIFICATIONS:

1. Special Education Teaching Certification (LBS 1) or Illinois Type 73 School Service Personnel Certification
2. Knowledge of various Special Education service options and those options specific to District 204
3. Type 75 General Administrative Certification preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Represents the District in IEP meetings at Associate Districts and at out-of-District alternative placements.
2. Serves as a liaison between the Special Education Department and general education departments.
3. Serves as a liaison between the Special Education Department and TCD.
4. Monitors the progress of students with IEP's who attend TCD.
5. Coordinates homebound instructional services as required.
6. Facilitates staff development activities within the department.
7. Serves as the District's representative at annual reviews/transition meetings conducted at the Associate Districts.
8. Serves as the LEA for IEP meetings.
9. Facilitates and participates in various department curricular team meetings.
10. Maintains an open line of communication with District and Building Administration.
11. Facilitates communication between department and community service agencies.
12. Case management responsibilities.
13. Coordinates PLAN, PSAE, and/or IAA testing.
14. Assists with arena scheduling.
15. Attends regularly scheduled meetings with Division Chair and other team members.
16. Other duties as assigned.