

**SCHOOL CITY OF EAST  
CHICAGO**

**Job Opening 2022-2023 SY.**

**POSITION:** Special Education Secondary Services Coordinator

**REPORTS TO:** Director of Special Education

**JOB DESCRIPTION:**

Responsible for coordination and supervision of the special education process in the assigned buildings from screening through identification. IEP development training and placement to ensure district compliance with the state and federal requirements in implementation of the Individuals Disability Education Act (IDEA) and Article 7.

Under supervision, provides support and assistance to the Director of Special Education, including, but not limited to, , administrative support as needed for specialized programs, assistance with due process hearings, and the facilitation of student placements. This position also provides coordination and oversight of mental health special education services for students with Individual Education Plans (IEPs) in the School City of East Chicago, to include coordinating services for students with IEPs in residential and non-public schools (ECPS). Designs and delivers training in the area of mental health for parents and district staff

**REQUIRED QUALIFICATIONS:**

- Teaching Experience in Adaptive Technology in Special Education
- Certification in a minimum of 2 areas of Disabilities
- A valid Indiana Special Education License
- Training experience with Microsoft Office (One Drive, Office, Teams, and Excel programs)
- Diagnostician preferred (experience with Special Education Assessments, Evaluations, and developing of multidisciplinary reports.

**DUTIES AND RESPONSIBILITIES:**

1. Coordination of all correction action planning with the IDOE
2. Supervision in compliance of the IEP process – IDEA/Article VII
3. Attends/Chairs case conferences including Manifest determinations for Middle/High School and Elementary
4. Shares supervision of all grade levels in the district
5. Member of the Autism Team
6. Builds and maintains positive collaborative relationship with school personnel, parents, community agents
7. Assist with response to Due Process Hearing request with IDOE as necessary
8. Manages IEP and progress monitoring downloads and archives
9. Performing any other duties assigned by the Superintendent and/ or Director of Special Education Director

10. Collaborates with public and private agencies to offer mental health services and programs that foster pro-social skills and appropriate behavior
11. Acts as a resource to Local Education Agency (LEA) staff members regarding Special Education Services mental health services and the transition process for students placed in residential treatment facilities
12. Reviews referrals of students who need intensive mental health services to ensure that Least Restrictive Education (LRE) options have been considered and criteria has been met
13. Participates in student IEP meetings
14. Creates and assists with Formal and Informal implementation of Functional Behavioral Assessments and Behavioral Plans
15. Conducts and Trains for Manifestation Determinations
16. Coordinates virtual and onsite special education services for staff and contractors
17. Provides case management services for IEP-driven residential placements
18. Maintains and facilitates communication with and between families and mental health, residential, and day treatment staff
19. Develops transition plans for returning students and assists with implementation
20. Assists Director of Special Education in the evaluation and supervision of staff
21. Processes student discipline in special programs and assists sites in the development of behavior support plans and facilitation of manifestation determination meetings
22. Performs such other tasks and assumes such other responsibilities as the Director of Special Education may designate.
23. Assist with student 504s and trains principals on the legal process to create and develop the plans
24. Develops an individual system to track, and log components of article 7 timelines and requirements.
25. Assists the evaluation team with Diagnostic responsibilities when needed
26. Assists in developing and writing succinctly the legal components of an evaluation report.
27. Assist with all special education technology programs and processes within the department
28. Collects data and prepares a variety of reports, including detailed case histories, assessment and intervention records
29. Assesses training and professional development needs of parents and members of the educational team
30. Designs, coordinates and delivers professional development related to special education services, including mental health services, to members of the educational team
31. Designs, coordinates and delivers trainings related to mental health and other special education services to parents of students recommended for or receiving educationally based mental health services

**KNOWLEDGE OF:**

Special education programs and the IEP process; Plan for Special Education and the federal Individuals with Disabilities Education Act (IDEA); mental health related community and state resources; behavioral change theories and practices including early intervention positive behavior supports; tiered intervention practices; effective staff development methods; special needs students and their behaviorally or educationally based mental health needs. Trained in developing and conducting student 504's Diagnostician responsibilities, and knowledge and experience with developing and writing the legal components of an evaluation report. Technology. Knowledge of medical terminology and conditions specific to special education.

**SKILLS AND ABILITY:**

Establish and maintain effective working relationships with individuals and groups; conduct effective meetings and conferences; communicate concepts and information accurately orally and in writing including the preparation of formal statistical reports, case histories, assessment, and intervention records; demonstrate effective liaison relationships with parents, schools, and agencies; coordinate activities from many sources for the benefit of an individual student; organize work and provide effective services within

**OTHER REQUIREMENTS:**

- Possession of a valid Indiana driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

**SALARY:**

- Commensurate by Experience and Education
- Competitive package provided

**START DATE:** Upon Board Approval

**APPLICATION DEADLINE: OPENED until filled.**

**Please submit a letter of interest and credentials/resume to:**

Marlon Mitchell, PhD  
Director of Human Resources  
School City of East Chicago  
1401 E. 144<sup>th</sup> Street  
East Chicago, IN 46312  
[mmitchell@ecps.org](mailto:mmitchell@ecps.org)  
[HumanResources@ecps.org](mailto:HumanResources@ecps.org).

SUBMIT RDS ONLINE APPLICATION FOR OUT OF DISTRICT APPLICANTS

Apply **on-line@:**<https://rds.ecps.org/rdsonlineapp/> {applies to out of district