

Position Title:	Special Programs Coordinator		
Location:	New Frontiers Public Schools		
Reports to:	Deputy Superintendent of Curriculum & Instruction/Compliance & Deputy Superintendent of Finance		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position may be Federally funded. Employment is contingent upon the availability of funds.		

Primary Role and Purpose

The Special Programs Coordinator provides leadership and support for Curriculum and Special Programs.

Curriculum & Instruction

Under the supervision of the Deputy Superintendent of C&I and Compliance, he/she has the authority to conduct observations, investigations, and walk-throughs to ensure proper and adequate academic instruction and interactions are occurring to promote and encourage success in our special populations’ students through the instruction of our special programs for the district. Special Programs consist of Language Proficiency Assessment Committees (LPAC), Special Education/504 services, and Dyslexia.

Federal programs

The Special Programs Coordinator, under the supervision of the Deputy Superintendent of Finance, will help facilitate the implementation of Federal Programs to ensure success for students and schools through mitigating learning loss due to COVID 19.

Minimum Requirements:

- Bachelor’s degree from an accredited school required
- Valid Special Education Certification (preferred)
- Valid ESL Certification (preferred)
- Minimum of 3 years teaching (experience in Special Education preferred)
- Minimum of 3 years’ experience in an Administrative capacity
- Candidate must have and maintain a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Preferred Qualifications:

- Excellent communication skills, oral and written
- Ability to work both independently and as a team member
- Organizational skills with the ability to maintain accurate records and meet deadlines
- Ability to complete paperwork accurately and timely
- Good presentation skills and the ability to speak to large groups
- Ability to analyze data and problem solve
- Proficiency with standard functions within electronic software applications such as word processing, spreadsheets, and e-mail
- Proficiency with computers (PCs) to include desktop management, file management operations, and working in a network environment.

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Communication

- Establishes communication structure to disseminate information in a timely and effective manner.
- Disaggregates, analyzes, disseminates, and prepares reports for special programs upon request.

- Supports routine cycle of communication of testing requirements between campuses for all special program committees.
- As District Testing Coordinator, this position is responsible for maintaining the integrity and security of STAAR and End of Course Field-testing assessments.

Special Program Responsibilities and Duties for the District:

- Strengthens internal processes and procedures for Special Programs
- Collaborates with Special Education Director to maintain data and other records in compliance with MTSS process, SPED program policies and submits required reports.
- Supports District Special Education Programs and Compliance by participating in the planning and implementation of services, providing training and resources, and coordinating with other special program staff in implementing special programs.
- Supports campus administration in Case Manager’s duties by attending District Admission, Review, and Dismissals (ARDs) as assigned
- Monitors and coordinates compliance of Special Programs and implements internal audit process of records at the district level.

Federal Program Responsibilities and Duties for the District:

- Assists administration with gathering, compiling, and analyzing federal funds information.
- Reviews Federal expenditure-related paperwork to ensure sufficient funding, accuracy, and compliance.
- Provides guidance to District staff at all levels regarding the proper use of federal funds.
- Conducts periodic audits of federal program documentation for compliance with rules, regulations, policies, and procedures (local, state, and federal).
- Supports the District Improvement Planning process and review School Improvement plans to ensure alignment with Program plans and budgets.
- Initiates monthly reviews of federal grant budgets.
- Remains current on laws and requirements regarding federal funds and meets with related staff to interpret and implement regulations including TAPR, RDA, and SPP.
- Assists administrators in budgeting and managing federal funds.
- Assists in data gathering, assessments, and evaluation of federally funded interventions.

Growth and Development

- Supports a district wide understanding of Special and Federal Programs as mandated by Texas Education Agency (TEA) and Individuals with Disabilities Education Act (IDEA).
- Collaborates on professional development activities for teachers, staff and learning community to understand and implement special and federal programs.

Communication

- Presents information accurately through clear communication skills.
- Maintains confidentiality of all district, campus, student, and family information.
- Keeps abreast of current trends and updates through list serves and meetings.
- Creates and maintains a professional relationship with colleagues, students, parents, and community members.

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record
- Maintains emotional control under stress

- Works with frequent interruptions and deadlines
- Extended hours may be required
- Travel is required
- Member of at least one campus/district level committee
- Supports mission of the Charter
- Attends Board meetings – as directed

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resource Signature: _____

Date: _____

Employee Signature: _____

Date: _____