



## Job Description

**Job Title:** Coordinator II  
Special Education (VI)  
**Position Code :** 1E15 or AE15  
**Job Classification:** Exempt

**Supervisor:** Supervisor II  
Special Education  
**Pay Grade:** 42  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for supervising, planning, and coordinating an assigned special education program(s).

### Essential Duties

1. Serves as a mentor, model, and coach for special education teachers.
2. Assists teachers in coordinating instruction with classroom teachers.
3. Plans, organizes, and schedules staff development opportunities.
4. Collects, analyzes, and reports data as requested.
5. Serves as special education contact chairperson for eligibility meetings.
6. Supervises NNPS student assignments to appropriate special education classes for newly assigned students placed in the division and the Virginia State Schools.
7. Provides training and support to special education teachers in writing and implementing Individual Education Plans.
8. Consults and coordinates with teachers or principals about special and regular education students in classrooms.
9. Plans and conducts departmental meetings to maintain and improve teaching skills and ensure consistency of policy throughout the school division.
10. Establishes new classrooms with materials, equipment, curriculum and essential preplanning.
11. Serves as NNPS liaison to the Virginia State Schools for the Deaf and Blind.
12. Models non-discriminatory practices in all activities.

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and the Virginia State Schools, and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Supervisor II, Special Education or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in special education and be eligible for a Virginia License with Visually Impaired endorsement . Must possess at least 5 years of teaching experience that includes experience with visually impaired students. Must be proficient in current Braille techniques and transcribing print to Braille and Braille to print. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of special education programs. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to

guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer and Braille Transcriber; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Supervisor II, Special Education

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II, Special Education will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Special Education or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated: 10/21/09 (LR)