

HOME AND SCHOOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves chairing and coordinating the Committee on Special Education (CSE) by providing services to students and parents. Work is performed under the general supervision of the Jr./Sr. High School Principal. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Arranges meetings with parents and CSE; Chairs meetings of Committee; Calls other school districts for records of students who transfer; Keeps in close contact with parents, teachers, guidance counselors and special education teachers re: student's progress; Maintain student records per state regulations; Prepare reports on each student including learning style, test results, social and physical development, management needs, goals, educational program and testing modifications; Coordinates entire plan for special education students, i.e. physical therapy, psychology, special needs, etc.; May develop, maintain and update daily attendance for grades 5-12; May make phone calls on absences of three days or more; May admit students coming in during the day; May prepare notices to students concerning dates of absence without parent notes; Works with various agencies such as DSS, BOCES or with psychiatrist/psychologist on behalf of students with attendance problems; Monitor students' comings and goings; Call parents and/or meet with them about special concerns or absences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good understanding of Special Education regulations; Good understanding of youth and adult needs; Ability to maintain strict confidentiality; Good knowledge of organizational skills; Ability to communicate effectively both orally and in writing; Good listening skills; Ability to work independently; Tact; Courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

Adopted 4/15/92

Revised 4/27/95

Revised 10/22/96