

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

March 2016

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Site Coordinator – Cannon Valley Special Education Cooperative (CVSEC) Programs	<b>Department:</b> Student Services
<b>Immediate Supervisor's Position Title:</b> CVSEC Director	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> <b>E-8-1</b>	<b>Bargaining Unit:</b> Non-Union Administrators
<b>Job Summary:</b> Under the direction of the CVSEC director, the Site Coordinator provides leadership and administration at one of the cooperative sites; ensuring high quality, therapeutic programming for special education students with low incidence disabilities.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides leadership, direction, supervision, mentoring and development opportunities to special education and program staff at assigned Cannon Valley Special Education Cooperative site; supervises daily operations at the site, makes recommendations on hiring, promotion and discharge decisions.
<b>Percent of Time:</b>	50%	
<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b> Identifies and evaluates the needs of students attending the assigned Cannon Valley Special Education cooperative site; makes program recommendations to address those needs to the cooperative directors and Board.
<b>Percent of Time:</b>	20%	

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Develops and implements site-level special education programming in accordance with cooperative needs and compliance with state and federal law and policy.
<b>Percent of Time:</b>	15%	

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides leadership, consultation and collaborates with administrators and teachers in member districts regarding special education needs of students not assigned to cooperative programs.
<b>Percent of Time:</b>	2.5%	

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Trains staff on crisis prevention, intervention, methodology and practice.
<b>Percent of Time:</b>	2.5%	

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Ensures that accurate attendance, grade, credit, budgetary, special education and other records are maintained; oversees due process proceedings.
<b>Percent of Time:</b>	2.5%	

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Develops and implements student discipline and attendance policies and programs that are consistent with cooperative policy and the mission of the Cannon Valley Special Education Cooperative.
<b>Percent of Time:</b>	2.5%	

<b>Duty/Responsibility No:</b>	9	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	5%	

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)			<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Master's Degree or higher	
	High school diploma or GED.			
	1 year college	2 years college		
	3 years college	x	4 years college	<b>Major field of study or degree emphasis:</b> Special Education or a related field, with post-graduate coursework in educational administration.
	1st year graduate level			
X	2nd year graduate level			
	Doctorate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of the special education laws, regulations, rules and policies and of district policies and procedures.</li> <li>• Ability to make sound judgments and prioritize activities.</li> <li>• Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.</li> <li>• Ability to consult with school personnel in developing and implementing effective special education services for students.</li> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> <li>• The ability to communicate effectively - both orally and in writing.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> <ul style="list-style-type: none"> <li>• Previous experience teaching in or leading low incidence special education environments preferred.</li> </ul>				
<b>Required Supervisory Experience:</b>				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Minnesota administrative licensure		
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>• Ability to establish positive working relationships with others.</li> <li>• Time management and the prioritization of activities.</li> <li>• Ability to transport self between and among school sites throughout the District, and to regional and state meetings as necessary.</li> <li>• Technology skills.</li> </ul>		

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees (approximate)
	Teachers	4-9
	Educational Assistants	12
	Administrative Assistant	1
	<b>TOTAL</b>	19

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**