

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 April 2024

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Early Childhood Special Education Coordinator	<b>Department:</b> Special Services
<b>Immediate Supervisor's Position Title:</b> Director of Special Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-6-3	<b>Bargaining Unit:</b> Community Education & Other Coordinators
<b>Job Summary:</b> Under the direction of the Director of Special Services, the Early Childhood Special Education Coordinator provides oversight of the day-to-day functions of the District's Early Childhood Special Education programming. The Coordinator provides instructional leadership, manages referrals for services, and ensures successful transitions to kindergarten. They ensure compliance with due process laws, practices, and procedures through technical assistance to staff, parents, and others as needed for students ages Birth-kindergarten. The Coordinator is responsible for hiring, supervising, and evaluating early childhood special education staff.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides day-to-day administrative oversight of the District's early childhood special education programs and services.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Consults with district administrators regarding special education student needs and emergency situations.</li> <li>• Assists the Assistant Director of Special Services in coordinating and overseeing extended year programs in early childhood.</li> <li>• Consults and problem-solves with district administrators and special education staff regarding difficult and/or potentially litigious special education issues.</li> <li>• Assists the Director and Assistant Director in analyzing, developing, and modifying early childhood special education programs to meet the needs of students.</li> <li>• Provide leadership and administrative direction for early childhood special education programming.</li> <li>• Supervision of staff: recruit, hire, assign, evaluate, and/or dismiss certified and non-certified staff in. early childhood special education programs</li> <li>• Develop and recommend plans for initiating or changing programs and services while utilizing best practices in early childhood special education programming</li> <li>• Project future needs and participate in planning activities related to school district enrollment, making recommendations for staffing, facilities, and interagency collaboration.</li> <li>• Serve as the central intake person for referrals to the school district for children from birth to kindergarten.</li> <li>• Ensure early identification of children with special needs through coordinated outreach efforts in child find activities and assessment.</li> <li>• Participate in statewide and regional planning and informational meetings for early childhood special education</li> </ul>		

- Establish program goals and work with colleagues to ensure goals are measured on an annual basis
- Work with staff to ensure accurate data management.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides consultation, coaching, and technical assistance to school staff, parents and others regarding early childhood special education due process laws, rules, policies and practices. Provides teaching and learning leadership.
<b>Percent of Time:</b>	30%	

**Tasks involved in fulfilling above duty/responsibility:**

- Works with new staff to acquaint them with District procedures and practices.
- Provide instructional leadership and facilitate staff development in instruction, best practices related to assessment and evaluation, specialized instruction, intervention, parent communication, team-building, curriculum modification, interagency collaboration and related technical skills
- Work collaboratively with Academic Services department, district leadership, and elementary principals to ensure alignment of curriculum, assessment, and PreK-3rd grade alignment
- Work with the Directors to ensure coordination of programs and alignment to District work
- Lead the development of curriculum and implementation of instruction programs.
- Evaluate programs and services to encourage the use of a variety of instruction strategies consistent with research on early child learning and child growth and development.
- Plan and implement staff development programs relative to district and building initiatives.
- Foster relationships with parents in describing available District programs, developing creative plans and assuring due process protections and procedural safeguards under IDEA and Minnesota Statutes
- Participate in statewide and regional planning and informational meetings for Early Childhood Special Education
- Coordinate partnership with K-12 Student Support Services Administration and Elementary Principals to provide seamless student transitions to kindergarten.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Ensures compliance with district reporting and legal requirements. Ensures compliance of special education due process laws, rules, policies, practices, and procedures.
<b>Percent of Time:</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assembles and disseminates applicable reference materials to parents and/or guardians.
- Maintains all census data on referred and evaluated children (Ages Birth-3 and 3-5), including accurate tracking of attendance and membership for students receiving early childhood special education services.
- Maintain current knowledge regarding state and federal laws, rules, regulations, and best practices within special education.
- Ensure that program and reporting requirements and specifications are clear and well-documented
- Complies with data practices.
- Work with staff to ensure program compliance with due process requirements.
- Serve as the Qualified District Representative for IEP meetings.
- Serve as the District's consultant for students who have the primary disability of Developmental Delay in elementary settings.
- Routinely reviews and audits student Individual Family Service Plans and Individual Education Plans to ensure compliance.

### 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 (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) Bachelor's Degree or higher	
	less than high school diploma		
	High school diploma or GED.		
	1 year college		2 years college
	3 years college	X	4 years college
	1st year graduate level		
X	2nd year graduate level		
	Doctorate level		
		<b>Major field of study or degree emphasis:</b> Early Childhood Special Education with post-graduate coursework in special education administration and ability to obtain Director of Special Education licensure.	
		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of the principles, practices, and procedures of school administration;</li> <li>• Comprehensive knowledge of issues related to special education law, finance and due process; thorough skill establishing policies and procedures to adhere to changing laws and regulations; thorough skill supervising and evaluating the work of staff; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand financial reports. Ability to develop and present ideas effectively, orally and in written form.</li> <li>• Comprehensive knowledge of Early Childhood Special Education best practices, rules, and regulations.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> 3 or more years teaching experience in special education.			
<b>Required Supervisory Experience:</b>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Minnesota license as a Director of Special Education, or ability to obtain licensure. Minnesota licensed as a Special Education teacher, preferably in the area of Early Childhood Special Education.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> Interpersonal communication skills which facilitate joint problem-solving and innovative planning. Supervisory skills. Proven success in working with students, parents, staff, and administrators. Experience with continuous improvement and data management.	

RESPONSIBILITY FOR DIRECT AND INDIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
Titles of Positions Directly Supervised		# of Employees
1	Special Education staff	ECSE Teachers 10
<b>TOTAL</b>		10

Titles of Positions Indirectly Supervised		# of Employees
1	Special Education staff	ECSE EA's Related service providers 15 5
<b>TOTAL</b>		20

<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 school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	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:**

**Created: April 2024**