



JOB DESCRIPTION

MIDDLE SCHOOL SPECIAL EDUCATION COORDINATOR

- I Title:** Middle School Special Education Coordinator
- II Qualifications:**
- A. Tenured Teacher in the Upper Saddle River Schools
 - B. Strong leadership skills
 - C. Excellent communication skills
 - D. The respect of colleagues and peers
- III Primary Function:** This is a teacher who is selected annually, to serve in a one-year position as a leader, representative, and liaison to the administration, the school, and the district.
- IV Reports to:** Director of Special Education
- V Major Duties and Responsibilities:**
- A. Leads transitioning process yearly with Northern Highlands High School for students moving up.
 - B. Target gaps in programming at the middle school level and leads PD sessions for special education needs.
 - C. Assists the Director of Special Education in completing program evaluation and needs assessment at the middle school level.
 - D. Assists in searching for out of district placements when necessary and working as the liaison for out of district students.
 - E. Advises the Director of Special Education on the coordination of staff needs and resources along with programming for students with special needs in grades 6-8.
 - F. Supports the Director of Special Education on the organization and implementation of summer referrals/testing and placement of students.
 - G. Performs other duties within the scope of his/her employment and certification as may be assigned.
- VI Terms & Conditions of Employment:** The term is a one-year, posted and appointed annually in May/June. The same person may be reappointed to the position. The Director of Special Education shall have the sole responsibility for appointment recommendations. Compensation as per the Sidebar Agreement between the Board and the USREA.