

Lopez Island School District
Special Services Coordinator

POSTING: 23/24-43

Announcement Date: **December 14, 2023**
Applications Due by: Open Until Filled
Applications Screened: Upon Receipt
Responsible to: Special Services Director and Superintendent

Description of Position: The Lopez Island School District is looking for Coordinator to support the Special Services Director and the District's Special Services programs. There will be a high degree of confidentiality and attention to detail required, as this person works with parents, students, staff and community partners to serve students with special needs and those struggling with school. There will be some flexibility of schedule desired, but the position is based upon 15 hours per week throughout the calendar year. The position may be combined with other open positions, depending upon qualifications and district need. Special Services programs at Lopez include Title I, LAP, ML, 504, Highly Capable, and Special Education. The successful candidate will possess skills and experiences, or a demonstrated ability to learn, related to secretarial skills such as filing, correspondence, scheduling meetings, etc., as well as coordinating completion and submittal of i-Grants, EGMS, and other state, federal and competitive grants. Entry of required data is included in this assignment. A high degree of enthusiasm for, and demonstrated commitment to serving students with special needs is required. Experience with special services is desired. Assignments include scheduling meetings with families, teachers and staff, coordinating Child Find screenings, submitting monthly and annual reports through state and federal systems, managing student files and Special Education protocols, coordinating Medicaid paperwork submission, and other relevant duties as assigned, including working with a high degree of confidentiality with staff, students, administrators, parents, and others.

Duties and Responsibilities:

1. Support the vision and mission of Lopez School and the Special Services Department
2. Assist and coordinate the activities of Special Services Director and department staff
3. Coordinate the monitoring of compliance with all Special Education and other special services regulations and reports
4. Support the development of effective budgets in conjunction with Special Services Director
5. Child Find screening coordination
6. Coordinate District representation in compliance reviews, parent complaints, etc..
7. Support the 504 Coordinator
8. Track Special Services expenses
9. Submit iGrants and other paperwork associated with Special Services and Multilingual programs
10. Manage IEPs and scheduling of IEP and other meetings
11. Organize and maintain Special Education hard-copy records
12. Data entry as required, as well as annual reporting
13. Maintain Time and Effort records
14. Work closely with administration to best serve the district
15. Communicate effectively, compassionately, and professionally with parents, staff, students, and others
16. Other duties as appropriate to assignment

<u>Reporting Relationship:</u>	Reports to the Special Services Director.
<u>Evaluation:</u>	Annual evaluation minimum, more at the discretion of the administrator.
<u>Salary Level:</u>	\$26.12 per hour

Desired Qualifications:

1. Experience in Special Services
2. High level of knowledge of current rules and regulations related to Special Services desired
3. Ability to learn new systems, softwares and databases
4. Experience with school databases, including iGrants, IEP online, Qmlativ, EDS and other state and federal funding and reporting venues
5. Strong communication skills, including writing and speaking
6. Familiarity with Google suite, especially Drive and Google calendar management
7. Flexible scheduling
8. Special Education, Title I, or LAP teaching experience strongly desired
9. Professionally well-read and knowledgeable of education in general and special needs in particular
10. Strong appropriate computer skills required
11. Commitment to confidentiality in all areas of responsibility
12. Ability to work as a contributing member of a team
13. Positive record of good work ethic, attendance, and punctuality
14. Demonstrated record of personal safety and ability to promote safety in the work place
15. Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons
16. Demonstrated ability to work independently, under the overall supervision of the Special Services Director and Superintendent

Application Procedures:

Current employees should submit a detailed letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

1. Letter of application indicating interest
2. Completed district application
3. Complete resume of personal history, education, experience and references

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Please send your original application packet to:

Beth Stanford, Human Resources Officer
 Lopez Island School District #144
 86 School Rd.
 Lopez Island, WA 98261
 Phone: (360) 468-2202 Fax: (360) 468-2212
hr@lopezislandschool.org
www.lopezislandschool.org

The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Martha Martin – mmartin@lopezislandschool.org, Title IX Coordinator, HR Specialist Beth Stanford - bstanford@lopezislandschool.org, Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – jcarter@lopezislandschool.org, Section 504 Health Care Case Manager, Will Sanford, RN – wsanford@lopezislandschool.org OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.