



LIMESTONE CHARTER ASSOCIATION

Est. 2021

Special Education Coordinator-Programming and Implementation

GENERAL SUMMARY:

The Special Education Coordinator - Programming and Implementation Coordinator plays a key role in supporting the planning, implementation, and compliance of special education services across the district. This position assists in ensuring adherence to IDEA regulations, supports schools in implementing high-quality special education programs, and provides technical assistance for IEP and 504 developments. Responsibilities include facilitating professional development, overseeing data collection for state and federal reporting, collaborating with school leaders to improve student outcomes, and ensuring the effective delivery of special education instruction and related services. Strong leadership, communication, and organizational skills are essential for this role.

JOB FUNCTIONS:

- Assist the Director of Special Education in planning, monitoring, and evaluating special education services and procedures.
- Provide support to ensure schools are meeting the needs of every student while operating with fidelity to all state and federal laws.
- Assist with ensuring compliance with the Individuals with Disabilities Education Act (IDEA).
- Assist Director of Special Services in reviewing district-wide compliance related to IEP development, policies, and procedures.
- Assist in the data collection for district, state and federal reporting.
- Assist with assessing the needs and planning high-quality professional development for the Association's schools in areas relevant to the education of students with disabilities.
- Collaborate with school leaders and school level coordinators to develop and implement appropriate strategies for resolving problem areas relative to programs for students with disabilities.
- Provide consultation and support to the Association's schools to facilitate implementation of Multi-Tiered System of Supports (MTSS).
- Assist Director in overseeing the appropriate delivery of both special education instruction and related services as stipulated in IEPs
- Facilitate Manifestation Determination Reviews (MDRs) as necessary

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- Assist Director in completing annual reports required by South Carolina Department of Education (SCDE) related to preschool programming and IDEA timelines (Child Find and COSF)
- Provide professional development and support for service providers including Special Education Teachers, Speech Language Pathologists (SLPs), School Psychologists, and Occupational Therapists (OTs)
- Provide technical assistance and training to Association schools in reference to Special Services Programs (IEP/504).
- Provide technical assistance to support EDPlan (IEP/504 Platform)
- Attend professional learning opportunities related to special education compliance, instructional strategies, and legal trends.
- Conducts other activities and oversee project implementation as determined appropriate by the Director of Special Services and Deputy Superintendent.
- Other duties as required by the Director of Special Education and Deputy Superintendent.

QUALIFICATIONS:

- Must hold or be eligible for a South Carolina Administrative/Teaching Certificate (prefer two or more years of administrative / supervisory experience in special education).
- Master's degree

EXPERIENCE:

- Five years of experience in special education.
- Excellent organizational, supervisory, and interpersonal skills.
- Ability to communicate effectively.
- Extensive knowledge of special education regulations, curriculum, and programming.