



Human Resources Section
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Special Education Coordinator (034)
Special Education Services, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under direction, coordinate, supervise and provide technical assistance regarding special education programs throughout the state. Monitor local programs and investigate complaints pertaining to IDEA, Part B. Perform related work as required.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a degree in special education, school psychology, communication disorders, or closely related field [*official transcript(s) required upon hire*].
- Possession of a valid special education certificate, or a valid psychometry, school psychologist, or speech-language pathology certificate.
- Experience as a teacher, related services therapist, school counselor, psychometrist, school psychologist, vocational counselor, transition employment specialist, or program administrator, including experience working directly with children and youth with disabilities.
- Applicants must be willing and able to perform necessary job-related statewide travel (*including but not limited to, regular overnight stays of 1-3 nights at a time in some instances*).

KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of modern special education techniques, methods and practices; of current trends and sources of information in the field of special education; of educational psychology; general knowledge of tests and measurements including individual educational/psychological tests; adequate knowledge of public relations.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Ability to establish and maintain effective working relationships; to direct, conduct, coordinate and implement adequate special education programs; to express ideas clearly and concisely; to conduct meetings and workshops; to judge a situation correctly and adopt an effective course of action.
- Commitment to team work, consensus management and participatory decision-making process.
- Conscientious commitment/willingness to provide courteous, consistent, efficient service through performance of prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Coordinate and implement monitoring activities to establish corrective actions and provide technical assistance regarding compliance reviews.
- Consult with public/private agencies and organizations on establishing, expanding, and/or improving special education programs; evaluate and approve plans/applications for special education programs; disseminate ideas, new methods and materials to parents, educators and administrators throughout the state.
- Provide ongoing assistance to promote program effectiveness; support and develop special education within the regular education system.
- Serve on professional committees; conduct and participate in workshops and meetings with parents and professionals; promote special education by interpreting rules and regulations and by speaking before other interested groups.
- Participate in and/or lead teams related to special education services.

COMPENSATION

Annual Salary - \$47,985 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,239
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 9088

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