

ALEXANDER LEIGH CENTER FOR AUTISM (ALCA)
Job Description Acknowledgement

TITLE: Student Services Coordinator

CLASSIFICATION: Administration

FLSA STATUS: Exempt

CFR: Admin

REPORTS TO: Director of Education Services

WORKS WITH: ALCA Staff/Families, School District Personnel, and Community-at-Large

PURPOSE: The Student Services Coordinator oversees the administration and supervision of the educational programs for students specialized educational needs, as well as the day-to-day operations of special education programs at the Therapeutic Day School. She/he understands and implements ALCA's philosophy, policy and procedures relating to conduct discipline, education and attendance outcomes for students, staff and parents. She/he possesses solid curriculum knowledge and understands school districts, federal and state educational requirements and guidelines. Working collaboratively with ISBE and the Leadership Team. The Student Services Coordinator ensures program compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and case manage all IEPs
- Facilitates and Prepares for IEP meetings
- Ensure all ISBE paperwork and rules are completed and in compliance
- Maintain ISBE certification documents. Follow up on all IEP actions
- Work with Leadership Team to support curriculum and programming to align to ISBE standards
- Prepare for and participate in the ISBE Audit
- Coordinate, lead and take notes for all IEP meetings including legality issues and following up to maintain relationships
- Maintains student files
- Participate in interviews, hiring process, and evaluation process
- Supervises assigned staff and documents performance, development, training and other feedback
- Ensures assigned staff is complying and performance issues are addressed.
- Participate in the effectiveness of all emergency plans in coordination with the Leadership team and Safety Committee
- Participate in appropriate student intake/placement at ALCA
- Serve as the primary liaison to districts
- Participate in Due Process Hearings as necessary
- Quarterly progress monitoring
- Coordinate incident/accident reports weekly to provide to Director of Education Services for review.
- Maintain master schedule for Related Services – tracking student sessions and transportation issues.
- Review and sign off on all staff incident reports
- Participate in regular classroom observations (staff, students, and program observations)
- Review and recommend staffing changes/additions to the Leadership Team when necessary.
- Lead all IEP related meetings (i.e. intake, move-in, brainstorm, etc.)
- Oversee DLM testing
- Serve on Curriculum Committee

- Attend District site visits
- Review data collection and outcomes for compliance
- Review student programs
- Participate in daily staffing needs
- Maintain student, organization, parents and staff confidentiality
- Other duties as assigned

EDUCATION/KNOWLEDGE REQUIREMENTS:

- Successful experience as an administrator and/or supervisor of special education programs and staff
- A minimum of 5 years of successful teaching experience. Three years of supervisory experience in an educational setting preferred.
- LBS1 and valid Illinois Administrative Certification

SKILL REQUIREMENTS:

- Demonstrated understanding of ISBE legalities of IEPs and IEP processes
- Demonstrated exceptional understanding of curriculum design, implementation, and evaluation required. Experience in special educational desirable.
- Demonstrated ability to communicate, supervise and lead a large staff required.
- Strong computer skills, customer relations, diplomacy, math aptitude, filing, interpersonal communication skills, negotiation, time management, organization, planning, attention to detail, oral and written communication skills, budgeting, presentation, research, tracking, delegation, teamwork, multitasking.
- Exhibit professional conduct with school colleagues, students, parents, school districts, vendors, contract employees and the community-at-large in accordance with ALCA policies, procedures and work rules.

Expectations: Exhibits professional conduct with school colleagues, students, parents, school districts, and the community-at-large in accordance with ALCA policies, procedures and work rules. Maintains employee confidence by keeping all employee information confidential. Contributes to team effort by accomplishing related results as needed. Updates job knowledge by participating in educational opportunities; reading technical publications.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee:

- Is regularly required to sit for periods of longer than two hours.
- Must also be able to use phone, type on computer and speak English.
- Must be able to go down and upstairs.
- Must be able to be CPR/First Aid Certified
- Must be able to successfully complete, pass and maintain PCM training and certification

OSH ACT: This position may be required to handle human body fluids, biological agents, cleaning chemicals, and/or be exposed to hazardous materials and/or noise levels.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and additional job duties and functions are subject to modification.

EEO/AA