

CHILDREN'S EDUCATION COORDINATOR

Category - Professional
Type - Salaried

Basic Function: Supervises Pathway School Children's Program, under the administrative direction of the Program Services Director. Plans and supervises all student activities for those students assigned to the classroom.

Specific Responsibilities:

1. Provides quality educational programming for children ages 3 - 21 by modifying teaching methods to meet specific learning or behavior difficulties for children with special needs.
2. Participates in the employment of Pathway School staff, subject to guidelines established in the most recent Policies and Procedures Handbook.
3. Evaluates staff performance and makes recommendations on staff changes, promotions, and terminations.
4. Evaluates school operation and identify need for new policies and procedures to improve school services.
5. Assures compliance of the school program with applicable program standards.
6. Assures compliance with applicable program standards and assists in resolving deficiencies.
7. Serves as educational consultant for staff to assure individuals are receiving services outlined in respective education plan(s).
8. Keeps statistical data concerning individuals served, geographical area served, etc. Analyzes data and prepares reports and written material as required.
9. Monitors daily operations of classrooms, and utilizes educational, community and other available resources to ensure individuals continue to receive quality services.
10. Represents the Agency as speaker, consultant, seminar leader, resource person, etc., as required.
11. Assesses individual functioning and participates in the creation of a written Individual Education Plan (IEP) for each individual, indicating both long-term and short-term goals. Serves as chairperson for the IEP and Multiple Disciplinary Conference (MDC).
12. Assumes Teacher responsibilities as necessary.
13. Works collaboratively with ancillary services to ensure quality services are provided.
14. Completes all annual training requirements.
15. Performs all other duties as assigned.

Preferred Education / Experience

Verifiable documentation of education. Illinois Certified Teacher's certificate for Learning Behavior Specialist I with emphasis in one or more of the following: severe/profound, trainable mentally handicapped, multiple handicapped or early childhood special education, and one or more years experience in programming for persons with developmental disabilities and other physical and mental challenges. Ability to lift and assist with transfers.

Rev. 3/2004
Rev. 12/2005
Rev. 8/2006
Rev. 5/2007
Rev. 8/2011