

Special Education Team Coordinator

- Serve as the contact person for all special education teachers at the building level
- Process all referrals at the building level and communicate with the School Psychologist assigned to each referral.
- Set up all IEP/Eligibility meetings with the principal, psychologists, teachers, and, parents by scheduling through the psychologist or case manager assigned to each case.
- Maintain open communication with all teachers regarding special education matters at the building level.
- Attend SAT and 504 meetings when requested by the building principal.
- Attend in person and remote meetings as scheduled by the Director of Special Education
- Maintain and up-to-date file on all referrals.
- Disseminate appropriate paperwork to special education teachers.
- Maintain confidentiality of student records
- Work with Special Education Coordinator, Transition Coordinator, and Compliance on finalization and LRE.