

West Fargo Public Schools

Special Education Program Coordinator

The Special Education Coordinator assists the Special Education Director in analyzing, planning, implementing and monitoring a comprehensive system of special education services.

Coordinators:

Marit Krogstad- 701.499.1081

Dawn Miller- 701.499.1021

Karen Nickel- 701.499.1031

Essential Duties and Responsibilities:

Analyze

- District level assessment data (MAP, Progress Monitoring, NDSA, TIENET)
- State Compliance Monitoring
- Building and district level staffing needs
- Services provided to students

Plan for allocation of resources and services

- Appropriate placement and scheduling of certified highly qualified teachers
- Building Level Schedules
- A variety of appropriate placement options across a continuum of services (including: self-contained, developmental classes, basic level classes, general education setting)
- A range of curriculum to meet student needs in both general and special education

Implementation

- Leading district initiative through trainings and staffing
 - Teacher training
 - Administrator training
 - Paraprofessional training
- Coordinating of special programs (Homebound, Extended School Year, Early Childhood Special Education, Self-Contained, Transition Academy)
- Creating Special Education procedures
- Supports the district instructional program for students in their educational goals.
- Serves as a resource and/or consultant to school personnel on the nature, causes, and solutions to the learning problems of children.

Monitoring

- Effectiveness of programming at building, discipline and district level through compliance monitoring, observation, collaboration with a variety of departments (general education, special education, assistive technology, administration)
- Special Education procedures and compliance



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Special Education Building Level Representative-Coach



Data Coach

- ◆ Uses data to determine effectiveness of instructional programs and strategies
- ◆ Works with teachers to monitor individual and class progress

School Leader

- ◆ Works with Principal, Special Education Coordinator to provide professional development for teachers
- ◆ Supports teachers implementation of programs
- ◆ Identifies areas of professional growth needed for staff

Classroom Supporter

- ◆ Models effective instructional practices
- ◆ Identifies materials and resources the teachers need
- ◆ Aids in developing behavior plans and classroom management systems



Learning Facilitator

- ◆ Provides professional development in-service
- ◆ Mentors staff as they learn new strategies and effective instructional strategies

Instructional Specialist

- ◆ Is knowledgeable of instructional strategies that lead to student growth in achievement.
- ◆ Helps teachers to build a toolbox of instructional strategies to use with resistive learners
- ◆ Is capable of applying strategies to multiple content areas of curriculum
- ◆ Is knowledgeable of instructional strategies in reading, math, written language, study strategies
- ◆ Motivates staff to try new instructional methods



Curriculum Specialist

- ◆ Is knowledgeable of applying strategy instruction in the general education setting
- ◆ Instructs and implements instructional strategies to teaching staff
- ◆ Ensures the teachers are teaching the students strategies to learn

Resource Provider

- ◆ Determines Scientifically Research Based methods that are effective for students with disabilities

Mentor

- ◆ Mentors new and existing staff

Catalyst for Change

- ◆ Promotes professional growth through modeling and action

