



SPECIAL EDUCATION REGIONAL COORDINATOR

SCOPE OF WORK:

Work involves activities associated with serving as a regional team leader in collaborative efforts among numerous state and local agencies, interest groups, and individuals in planning, development, implementation, and evaluation of integrated program services for students with disabilities.

DUTIES PERFORMED AT ALL LEVELS:

- Facilitate local and regional strategic planning for the identification of the need and delivery of special education programs; participate in preparing state plan.
- Develop or coordinate and implement projects and multi-organization activities.
- Participate in the development of policies, procedures, and guidelines to carry out special education programs.
- Research and plan for required changes or initiatives on a statewide or regional basis.
- Serve as team leader relative to special education programming issues and to monitor special education units for compliance with state and federal regulations; participate in or coordinate joint projects and multi-organizational activities; initiate and manage interagency agreements.
- Provide information in written or oral presentation to local education agencies, parent and advocacy groups, legislative members, etc.
- Establish funding priorities for programs administered; approve grant awards.
- Contract with and supervise personnel hired to provide technical assistance and training.
- Conduct reviews of management information system reporting procedures for management of federal funds.
- Coordinate training activities with university teacher training programs; establish and coordinate training with regional resource centers.
- Develop performance standards for state and regional staff; identify and review professional development needs at state, regional, and local levels.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SPECIAL EDUCATION REGIONAL COORDINATOR I 1606
GRADE L

LEVEL DEFINITION:

Work at this level involves independently performing general duties as described above. Individuals in positions assigned this classification do not possess a special education credential; and, therefore, the complexity of the work and decisions made are limited in comparison to the Special Education Regional Coordinator II level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a master's degree with a major in an education-related field and five years of professional-level experience working with students with disabilities, one year of which included administrative duties. Additional coursework in management or administration may substitute for the non-administrative work experience on a year-for-year basis. The hiring authority will identify specific certifications/credentials requirements at the time of recruitment.

SPECIAL EDUCATION REGIONAL COORDINATOR II 1607
GRADE M

LEVEL DEFINITION:

Work at this level is characterized by responsibility for the full range of duties, thereby resulting in increased complexity and accountability for positions assigned this classification. Decisions made at this level require individuals to have a special education credential.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and implement federally funded grant programs and state-level projects related to compliance, technical assistance, and educational programs; develop grant budgets and evaluation systems; establish funding priorities; monitor fiscal activities; follow up on corrective measures.
- Interpret federal and state rules and regulations.
- Serve as regional team leader in state-level planning with various agencies, organizations, and other decision-making committees.
- Provide programming leadership in assigned areas such as disabilities, transitioning, etc.
- Identify and review professional development needs; establish mechanisms for training local and regional administrators; provide guidance and training on compliance and technical assistance activities.

- Manage fiscal and programmatic audits of local special education units; conduct monitoring and provide oversight of corrective actions.
- Research and establish standards for teaching credentials, licensure, and professional development activities.
- Develop policies, procedures, and guidelines to carry out state special education programs.
- Provide expertise and participate in the special education complaint and mediation processes and due process hearings.
- Manage the regional accountability system for monitoring compliance and program improvement.

MINIMUM QUALIFICATIONS:

Requires a master's degree with a major in an education-related field or a major in another field with an undergraduate major in special education; and five years of professional-level experience working with students with disabilities, one year of which included administrative duties. Additional coursework in management or administration may substitute for the non-administrative work experience on a year-for-year basis. Also requires a North Dakota Educator's Professional License and a Special Education Credential.

Eff. Date: 8/95

Rev: 11/01 – Revised minimum qualifications statement

Rev: 1/04 – Revised minimum qualifications statement

Rev: 6/04 – Added an entry level in response to recruitment problems

Rev: 7/12 – Conversion to Hay System