



ROCK RIDGE SCHOOL DISTRICT

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JOB DESCRIPTION**Special Education Coordinator - TOSA**

Department	Special Education	FLSA Status	Exempt
Location	Districtwide	Reports To	Special Education Director
Classification	Teacher on Special Assignment	Work Year	School year plus 10 additional days

Position Summary

The Special Education Coordinator TOSA provides districtwide instructional leadership, program coordination, staff support, assessment services, and compliance monitoring for special education programs serving students from pre-K through age 22. Working under the direction of the Special Education Director, the coordinator promotes consistent, legally compliant, student-centered practices and supports staff, families, building teams, center-based programs, and transition services.

Essential Duties and Responsibilities

- Provide day-to-day coordination and instructional leadership for district special education programs serving students from early childhood through age 22.
- Enforce and uphold School Board policies, district goals, administrative procedures, and school rules in the performance of assigned responsibilities.
- Support special education teachers, related-service providers, paraprofessionals, and building teams in implementing high-quality individualized programming; collaborate with peers to enhance instructional practices, student supports, and safe learning environments.
- Assist staff with IEP development, implementation, progress monitoring, measurable goals, accommodations, modifications, services, behavior supports, and least restrictive environment decisions.
- Will administer academic achievement assessments.
- Provide special education staff with due process consultation, support, and training for accurate and timely evaluations, IEPs, prior written notices, and related documentation.
- Monitor districtwide special education due process timelines; identify approaching or missed deadlines and coordinate follow-up with responsible staff and administrators.
- Consult on eligibility, evaluations and reevaluations, transfers, manifestation determinations, discipline, and procedural requirements; attend IEP and other student-support meetings as needed.
- Coordinate and support ECSE, K-12 special education, center-based programming, extended school year services, and transition programming for students ages 18-22, as assigned.
- Support Early Childhood Special Education (ECSE) Help Me Grow referrals, including consultation, coordination, follow-up, and connection with appropriate district staff and child-find processes.
- Collaborate with the Special Education Director, principals, school psychologists, teachers, related-service providers, general education staff, students, and families to resolve programming and compliance concerns.
- Facilitate problem-solving and professional learning activities; participate in staff meetings supporting building and district goals, curriculum development, coordinated services, and student progress.
- Use relevant technology to support instruction, collaboration, data-informed decisions, and training; demonstrate proficiency with district-approved software and information systems.
- Coach staff in evidence-based academic, behavioral, social-emotional, communication, functional, and transition practices, including data collection, progress monitoring, de-escalation, and behavior-support planning.
- Develop, review, and implement special education procedures, forms, guidance documents, staff resources, and alignment with MTSS, child find, registration, scheduling, transportation, and transition systems.
- Train special education staff in Crisis Prevention Institute (CPI) and Ukeru practices; coordinate refreshers, records, certification requirements, and implementation support.
- Coordinate additional technical assistance for licensed and nonlicensed staff regarding due process, instruction, student safety, district procedures, and expectations.
- Assist with onboarding, mentoring, retention, and hiring of special education staff when requested.
- Provide temporary classroom coverage for a special education teacher when the district cannot secure a substitute, consistent with licensure, student needs, and direction from the Special Education Director.
- Manage special education paraprofessional schedules, role clarification, training, performance feedback, and evaluations; interview paraprofessional candidates as needed in collaboration with the Special Education Director and building administrators.
- Attend and support committees and advisory groups, including Special Education Advisory Council (SEAC) meetings; assist with Unified Sports planning and scheduling as needed.
- Advise the Special Education Director regarding new initiatives, program development, implementation, and continuous improvement; review and provide feedback on required state reports, data submissions, assurances, and monitoring documents.
- Assist with state and federal special education monitoring, data review, program evaluation, audits, and corrective-action activities.
- Maintain the confidentiality of student, parent/guardian, and staff information in accordance with professional ethics, FERPA, IDEA, the Minnesota Government Data Practices Act, other applicable law, and district policy.
- Serve as a district representative or administrative designee only when formally assigned and legally permitted.
- Perform other duties of a similar nature or level as assigned by the Special Education Director.

Knowledge, Skills, and Abilities

- Strong knowledge of IDEA, Minnesota special education requirements, evaluation and eligibility, IEP implementation, due process, behavior supports, progress monitoring, transition planning, confidentiality, and student safety.
- Ability to lead, coach, train, facilitate difficult conversations, and collaborate effectively with multidisciplinary teams while maintaining professional boundaries.

Today 11:48 AM

Add to the Dean of Students document that the daily work hours are Monday-Friday from 8:00 AM-3:30 PM. Also Change that the Dean's additional days to just a total of 6 additional days; and not have in there days at the beginning and end of the school year. leave everthing else the same

Worked for 2m 1s >

Updated the Dean of Students job description to include:

- Regular work hours: Monday-Friday, 8:00 AM-3:30 PM
- A total of six additional paid days
- No reference to those days occurring at the beginning or end of the school year

All other content remains unchanged.

 [Download the updated Dean of Students job description](#)



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Go back to the Special Education Coordinator position document. Add that the job's daily work hours are 8:00 AM-3:30 PM, Monday-Friday. Change the 10 additional days to say just say ten days; and not 5 days at the beginnning of the school year and 5 at the end

Worked for 1m 54s >

Also, say Coordinator may work additional days, as mutually agreed upon with the employee and special education director, and that the coordinator will be paid at the employee's daily rate of pay.

Worked for 1m 24s >

Updated the Special Education Coordinator job description to state:

- Regular hours are Monday-Friday, 8:00 AM-3:30 PM.
- The Coordinator may work up to ten additional days.
- Additional days must be mutually agreed upon by the employee and Special Education Director.
- The Coordinator will be paid at the employee's daily rate for each additional day worked.

 [Download the updated Special Education Coordinator job description](#)



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ChatGPT can make mistakes. Check important info.