

Centralized Intake Coordinator

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work assisting administrative teams in making student placements, leading due process activities, coordinating and conducting student observations, reviewing and assessing referral documentation, maintaining due process information and systems, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Reviews and coordinates referral paperwork.

Organizes and/or conducts student observations.

Makes student placement determinations.

Provides direction and leadership for due process activities, including professional development and due process guidance.

Updates due process information and systems.

Facilitates District level placement meetings.

Serves as the contact for Member Districts regarding referrals.

Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; comprehensive knowledge of local, state and federal rules and regulations related to education; comprehensive knowledge of due process procedures; comprehensive knowledge of educational standards for effective instruction practice and program evaluations; thorough knowledge of disability categories and education placement impact; thorough knowledge of neuropsychological evaluations and mental health diagnostic assessments; thorough knowledge of behavioral and assessment data management; comprehensive skill preparing and submitting budget data and reports; comprehensive skill completing education reporting requirements; comprehensive skill operating standard office equipment and applicable hardware and software; general skill evaluating program and curriculum effectiveness; general skill operating standard database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with administrators, consultants, district staff, educators, parents, students, and the general public.

Education and Experience

Master's degree with coursework in special education, or related field and considerable experience in student assessment and placement programs, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear

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specialized personal protective equipment and body fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 4/15/2020