

## **JOB OPENING**

### **Two Special Education Process Coordinators – Fort Osage R-1 School District**

#### **Process Coordinator – Job Description**

SUMMARY - To provide a quality instructional program by managing the operation of the school program, personnel and facilities for the benefit of the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Manage aspects of the special education program. Promotes ongoing staff development and provides leadership for compliance and curriculum development. Administers assessments such as (but not limited to) cognitive, achievement, and adaptive behavior measures as needed. Promotes instructional programming consistent with instructional objectives. Coordinates effective management for day by day operation of the special education program. Participates in special education initiatives, coordinates in maintaining pupil records. Demonstrates positive interpersonal relationships with students, staff, and families. Implements the policies and procedures of the district. Participates in professional growth and demonstrates a sense of professional responsibility.

Primary Location: Fort Osage School District

Salary Information: based on experience / Year

#### **CONTACT:**

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