

 <p>The logo for River Bend Education District features the words "River" and "Bend" in a blue, brush-stroke font, with "Education District" in a smaller, black, sans-serif font below "Bend". A blue wavy line is positioned between "River" and "Bend".</p>	<p>RIVER BEND EDUCATION DISTRICT 1315 S Broadway Street New Ulm, MN 56073 ph(507) 359-8700 fax (507) 359-1161</p>
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POSITION TITLE: Alternative Program Administrative Coordinator

REPORTS TO: River Bend Director

BASIC FUNCTION: Special Education Coordinator is the administrative Coordinator of the Special Education Programs.

BASIC RESPONSIBILITIES:

1. Oversees the day-to-day operation of the Multiple Special Education Programs for students who are EBD, ASD, and OHD primarily, to include:
  - a. Responsible for implementing and carrying-out Education District policies and procedures;
  - b. Schedules, supervises and evaluates these Special Education Programs staff consistent with Education District policies and practices;
  - c. Responsible for student discipline consistent with Education District and these Programs policies and procedures;
  - d. Oversees the development, implementation and execution of the Programs' curriculum.
  - e. Read IEPs for probationary teachers at River Bend or any staff requested by Director
  - f. Oversees Programs' facility, equipment and materials.
2. Participates as part of the team in determining appropriateness of placement of pupils within the River Bend Education District programs with the focus on the 30 days when students start in the programs.
3. Assesses needs for and provides coordination and in-service training to special and general education staff, paras, parents, and others, as necessary. This will include fidelity implementation with Boys' Town and other programs related to the River Bend Programs.
4. Assists the Director with trainings in the districts regarding behavior interventions, due process, and student support services when requested. This position will make presentation for the Director.

5. Provides consultation and technical assistance to special education staff, and district building administrators regarding ASD and EBD interventions.
6. Upon request from the Director serves as his/her representative at IEP meetings.
7. Assesses needs and provides in-service training to special education teachers or paraprofessionals in member districts.
8. Remains current with research, legislation/rules and "best practices" concerning special education through professional reading, workshop attendance, etc.
9. Performs other duties as assigned.

#### QUALIFICATIONS:

1. School administrative degree that allows for staff supervision.
2. Special Education degree (or a related field) from an accredited college or university, with advanced course work in educational administration.
3. Demonstrated ability to organize activities, communicate ideas both verbally and in writing, and to maintain positive professional working relationships with colleagues (preferred).
4. Ability to lift and carry instructional materials, assessment kits, equipment or other necessary job-related items.
5. Ability to transport self among member districts and to regional and state meetings as necessary.

Updated March 17, 2025