

SAIL Coordinator

Reports to: Special Education Director

Department: Special Education

Classification: Coordinator

Funded by:

Job Summary:

To serve in a district-level capacity, facilitating the development and coordination of SAIL referral policies, procedures, functions, and activities to strengthen all phases of the SAIL referral continuum in accordance with GISD long- and short-range strategic planning goals and objectives.

The position is responsible to the Director of Special Education.

Essential Functions:

1. Supports, advises and coordinates SAIL teams district-wide, recommending measures to improve performance, increase efficiency and meet on-going training needs.
2. Facilitates communication between administrators, campuses, parents, and community agencies regarding the continuum of services provided district-wide.
3. Confers with administration to identify, plan, and develop methods and procedures to obtain greater efficiency, which includes communication with the data processing department to improve data gathering capabilities.
4. Meets with parents, individually and in groups, to strengthen the home/school partnership as it relates to the effective functioning of the referral process district-wide. This includes coordinating GISD ADHD Support Group meetings.
5. In collaboration with the GISD Prevention Coordinator, work to strengthen ties with community social service agencies so that children, youth and families might acquire prompt access to services available in the community.
6. Facilitates communication between administrative staff, campus staff, students and parents to ease student transitions between campuses and to help students new to the district.

Additional Responsibilities:

Completes special projects as assigned by management, which includes acting as a member on administrative committees relating to SAIL.

Authority:

None

Qualifications:

1. An exceptional knowledge of the inner workings of GISD.
2. Good oral and written communication skills.
3. An ability to motivate and work with people.
4. The ability to work independently making accurate decisions in analyzing district-wide needs.
5. College degree and successful completion of related in-house training programs.