

Special Education Specialist

REPORTS TO: Director of Special Education

QUALIFICATIONS:

- Minimum of three years of successful classroom experience in special education.
- Masters Degree and Certification in SLD, MI, BD, or AU.
- Knowledge of the federal, state, and county laws, rules and regulations, and guidelines as to the administration, implementation, improvement, and evaluation of special education programs.
- Computer literate

RESPONSIBILITIES:

- Provides technical assistance to special education teachers on matters relating to due process, referrals, SBP2419, etc
- Provides leadership and assists in selecting instructional materials, organizes and presents staff development, develop a program continuity, plans for program improvement, and develops and expedites special services to students and teacher.
- Helps to develop and maintain awareness and understanding of the special needs of students throughout the system
- Works with all principals and teachers in schools for the purpose of explaining the search and serve process and procedures. Works individually with principals and teachers to process referral forms
- Serves on the pupil services "team" as a liaison between the special education teacher and the central office staff.
- Assists in Eligibility Committee Meetings
- Assists in the development, implementation and review of IEP's
- Assists in the maintenance and refinement of the referral process
- Assists in collection of sociological and academic data on students referred to the SAT
- Assists with observation, screening and assessment of children referred to the SAT
- Works with psychologists, therapists and other special education personnel at monitoring management systems
- Provides leadership and assists teachers in planning an effective instructional program and assists teachers in maintaining an appropriate learning environment
- Works cooperatively with other agencies
- Assists in implementing child find procedures
- Works to establish good public and employee relations
- Maintains and upgrades professional skills
- Maintains good professional work habits
- Gathers and compiles Medicaid data and information
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance
- Provides purpose and direction for schools/county
- Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals
- Manages group behavior to achieve consensus
- Enhances quality of total school/county organization
- Organizes and delegates to accomplish goals
- Communicates effectively
- Provides leadership in the implementation of technology standards
- Assumes other duties as assigned by the Director of Special Education

SALARY: Teacher's salary plus \$150/month supplement

EMPLOYMENT: 210 days