

Job Title: Special Education Program Specialist/Preschool Coordinator

Qualifications:

1. Special Education certification in Early Childhood Special Education (ECSE) and/or certification in Speech/Language Pathology.
2. Five years teaching experience in Special Education.
3. Alternatives to the above may be considered if the Board deems it appropriate and acceptable.

Reports to: Special Education Coordinator

Job Goal: To achieve and maintain standards of excellence in the delivery of Special Education services to ensure that each student involved may derive the greatest academic, vocational, and personal benefit from the learning experience.

Performance Responsibilities:

1. Provide SETS training to local schools and serve as the SETS Manager.
2. Coordinate the referral, evaluation, and placement of students referred to Special Education services.
3. Assist teachers in conducting functional behavior assessments and serve as a resource person to the regular classroom teacher who works with Special Education students or early childhood students.
4. Interpret test results to parents and teachers.
5. Provide in-service training and workshops for local school personnel on topics relating to specific exceptionality of early childhood.
6. Provide input when schedules are being decided and liaison work is needed.
7. Serve as a consultant on discipline matters involving Special Education students as requested.
8. Maintain all records and files in accordance with procedures established by the Special Education department.
9. Provide classroom teachers with counsel and assistance toward the solution of problems as directed.

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10. Observe, consult with, and assist individual classroom teachers in the instructional and classroom performance.
11. Provide workshops to assist teachers in improving instruction.
12. Maintain confidentiality of Board of Education business.
13. Be regular and punctual in attendance.
14. Perform such other tasks as may be assigned by the Special Education Coordinator.

Terms of Employment: Ten-month contract. Pay according to proper placement on Teachers Salary Schedule.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Adopted: November 15, 2005