

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Instructional Coach Addendum for Special Education Assignment

Contract: 192 days

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists with administration of district-wide special education programs.
2. Assists administrators, teachers, and support staff in the implementation of federal, state, and local mandates in special education.
3. Administers state-wide computerized Individual Education Program (IEP), Assistive Technology program, and Nevada Alternate Assessment (NAA).
4. Provides technical support to administrators, teachers, and support staff regarding the provisions of instructional and related services for students with disabilities.
5. Serves as special education specialist on designated IEP committees to advise in such areas as legal issues, program development, and procedural safeguards.
6. Conducts on-site Special Education compliance visits and training.
7. Plans and implements continuing professional development/in-service opportunities for teachers, parents, support staff, and administrators.
8. Assist teachers with classroom organization, behavior management, de-escalation techniques, IEP Meetings, and/or teaching techniques for special education students.
9. Assists with the allocation of special education support services equipment and resources.
10. Assists with program administration for Section 504 of the Rehabilitation Act of 1973.
11. Works cooperatively with administrators, supervisors, principals, and other staff regarding compliance issues, and provides necessary support/training to remedy non-compliance issues.
12. Serves in a problem-solving capacity to school personnel and parents.
13. Serves as liaison, as appropriate to community groups and public agencies.
14. Frequent travel outside the Pahrump area.
15. Performs site visits to assess need for additional Special Education Support Staff.