

Early Childhood Special Education and DEN Intervention Coordinator

Classification: Administrative/Instruction/Support

Term of Employment: 12 months

FLSA Status: Exempt

This is a salaried position assigned to the Administrative Salary Schedule "Other Professional Services 2" ranging from \$70,195 to \$106,176 depending upon experience. The Coordinator reports to the building principals and superintendent. The position is paid through special education and SB551 funds.

Summary

The professional will implement into daily instruction appropriate educational curriculum based on the Nevada Academic Content Standards into daily student instruction. The professional will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. The professional will serve as teacher of record for students with disabilities. The professional will support, sustain, and defend the WPCSD Mission, Vision, and Values. The professional will oversee Tier 3 interventions and provide modeling, support, and guidance as teachers implement Tier 2 interventions within the classroom. Additionally, the professional will oversee the yearly Child Find and parent/community outreach.

Essential Duties, Responsibilities, and Expectations

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

1. Administer appropriate district curriculum which is aligned with the Nevada State Standards, as it relates to students with disabilities.
2. Ensure the opportunity for all students to learn in a supportive environment.
3. Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
4. Develop and implement the Components of an Effective Lesson for instruction.
5. Establish and communicate clear objectives for all lessons, units, and projects.
6. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
7. Integrate technology into the instructional program.
8. Analyze student progress and provide appropriate instruction.
9. Provide a classroom management/discipline plan ensuring safety at all times.
10. Ensure assessment regulations and guidelines are followed at all times.
11. Demonstrate strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
12. Exhibit proficiency in the use of the District's electronic IEP system.
13. Maintain accurate and complete records as required by law and district policy.
14. Work professionally and cooperatively with students, administrators, staff, parents, and community members.
15. Implement and act as teacher of record of Individualized Education Plans (IEP) for students with disabilities.
16. Participate in other job-related duties and activities related to the position as assigned by district or principal.
17. Case manage and deliver services to early childhood IEP students.

18. Confer with preschool teachers, providing insight, suggestions, and direct services to students with IEPs.
19. Demonstrate knowledge, skill, and ability to provide specially designed instruction to students with disabilities.
20. Guide the learning process toward achievement of curriculum goals, as it relates to students with disabilities.
21. Lead professional development activities for staff as they relate to special education.
22. Work in a collegial manner with all district staff to provide students an appropriate education in the least restrictive environment.
23. Coordinate the DEN intervention program using data.
24. Direct support staff who are associated with the DEN intervention program related to their work specific to that program.
25. Model, coach, support, and assist DEN teachers with their classroom level intervention services.
26. Participate as an active member with other faculty and staff.
27. Maintain and improve professional competence.
28. Communicate effectively both written and orally.

Requirements

1. Master's degree in special education and/or educational leadership from a regionally accredited college or university.
2. Valid Nevada license in special education and/or early childhood and administration.