

Special Education Coordinator / Teacher

Revised 12/2012

Responsibilities:

- Provide direct and indirect instruction;
- Long and short-term planning addressing individual needs of students;
- Evaluate students' progress;
- Teach a multi-model approach;
- Provide an inviting, exciting, innovative, learning environment;
- Establish and maintain classroom management procedures;
- Prepare written reports accurately and submit in a timely manner;
- Effectively communicate with teachers, parents, and administrators to facilitate the IEP process;
- Effective consultation with parents, students, teachers, and administration;
- Effective professional liaison between school and home when necessary;
- Serve as advisor to students;
- Remain current on rules set forth in special education law and regulations (Coordinator position only);
- Maintain privacy of student records and information (Coordinator position only);
- Serve as primary liaison with CSE of students' district of residence (Coordinator position only).
- Must facilitate an after school activity throughout the school year

Qualifications:

- Appropriate state certification as a special education teacher and any other credentialing required and applicable;
- Demonstrated ability to communicate and work effectively with parents;
- Demonstrated ability to adapt to individual student's specific needs;
- Demonstrated ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community;
- Demonstrated ability to utilize varied teaching methodologies to accommodate students' unique learning styles;
- Demonstrated ability to evaluate tests and measures of achievement;
- Demonstrated ability to work effectively as a team member;
- Demonstrated administrative or organizational ability (Coordinator position only).

Reports to: Principal or his/her designee