

POSITION TITLE: Instructional Specialist – Private Day

QUALIFICATIONS: Collegiate professional license with endorsement in special education: general curriculum or endorsement in one area of special education. Two areas of special education preferred. Post graduate professional license with master's degree in special education preferred. A minimum of five years of successful teaching experience in special education, preferably at the middle and/or high school level. Must have a thorough knowledge of the policies, principles and practices relative to special education programming, collaboration, inclusive practices, literacy, behavioral supports and current trends in providing instruction to students with disabilities especially at the secondary level. Must have comprehensive knowledge and extensive experience with providing educational services for students with emotional disabilities and learning disabilities. Excellent communications, interpersonal, organizational, public relations and planning skills are essential. The ability to work independently and/or as team leader to accomplish established goals and objectives is essential. Must have the ability to assist in the plan and facilitate division-wide staff development on inclusive practices, positive behavioral supports, literacy and other instructional needs at the secondary level. Must have the ability to provide effective direction, guidance and support to special education teachers, instructional assistants and other professional staff. Must be able to establish and maintain effective working relationships with staff, employees, school administration and staff, contract service providers, parents, and community representatives. Must be able to communicate with and work in a cooperative manner with diverse groups on staff in schools, affiliated organizations and the community.

PERFORMANCE EXPECTATIONS: Assists in the development and maintenance of special education programs and supports school staff in understanding special education processes. Advise school administrators on establishing and maintaining special education programs in accordance with federal and state mandates. Provide supervision for itinerant teachers who provide case management for private day school within the region, serve as the division liaison for community agencies and linkages, collaborate with the local Children's Services Act office, complete funding requests, present initial private day school referrals to the Family Assessment and Planning Team (FAPT), obtain and monitor behavioral aides for the division, coordinates transportation for students approved to attend private day schools, as well as work with testing coordinators in schools. In addition, the Instructional Specialist will be required to coordinate the division-wide program, evaluates and provides instructional technical assistance for students with disabilities. Provides technical assistance on matters pertaining to regulations governing eligibility and Individualized Education Program (IEP) process at assigned schools. Consults with school administrators, staff and parents regarding issues and problems concerning the education and treatment of students with disabilities. Assists classroom teachers with selecting, developing and implementing appropriate instruction. Provides technical assistance to support the implementation of Tier III exceptional education reading programs. Assists the Coordinator of Compliance in ensuring that schools serviced are in compliance all special education policies and procedures. Conducts workshops and in-service programs for building administrators, school eligibility committee members, special education and general education teachers on current trends. Implements and supports tasks to foster the effective implementation of the Exceptional Education Improvement Plan. Collaborates with building administrators for the

purpose of evaluating special education programs and services. Assists with the compilation, maintenance and filing of reports, records and other documents legally required as directed. Provides for own professional growth and development by keeping current with the literature, new research findings, and improved techniques. Also, attend appropriate professional meetings, workshops and conferences. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work assisting with special education programs. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Coordinator Exceptional Education

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 days (12 months)

FLSA: Exempt