

**POSITION TITLE:** Instructional Specialist – Secondary

**QUALIFICATIONS:** Postgraduate professional license with an endorsement in two or more areas of special education and a minimum of five years of successful teaching experience in special education. Experience collaborating with private schools and/or alternative education programs is highly preferred. Must have a thorough knowledge of the policies, principles and practices of special education programming, collaboration, inclusive practices, and current trends in providing instruction to students with disabilities. Excellent communications, interpersonal, organizational, public relations and planning skills are essential. The ability to work independently and/or as a team leader to accomplish established goals and objectives is essential. Must have the ability to assist in the implementation of a system-wide staff development plan on inclusive practices, effective school-wide discipline and other instructional needs. 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, parents, affiliated organizations and the community.

**PERFORMANCE EXPECTATIONS:** Assists in the development and maintenance of special education programs and serves on eligibility and other committees as designated. Advises school administrators on establishing and maintaining special education services in accordance with Federal and State mandates. Coordinates the division-wide program for students with hearing and/or visual impairments. Provides technical assistance on matters pertaining to regulations governing eligibility and Individualized Education Program (IEP) meetings at assigned elementary 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 instructional programs for students with disabilities. Assists the Coordinator of Compliance in ensuring that schools serviced are in compliance with all special education policies and procedures. Monitor monthly discipline, child count and State Indicator reports. Conducts workshops and in-service programs for building administrators, school eligibility committee members, special education and general education teachers on current trends. Collaborates with building administrators for the purpose of evaluating special education programs and services. Assists with the compilation, maintenance and filing all reports, records and other documents legally required. May provide supervision to staff that provide technical assistance to private day schools. Manage Richmond Public Schools Comprehensive Service Act budget for students placed in private days and receiving behavior aide services. Facilitate out-of-district placements for special education students approved for private day services. Coordinate behavior aide services for special education students. Facilitate and monitor private day services for students requiring interim alternative educational placements. Oversee and train teachers on the use of IEP Online (IEP data management system). Coordinate services with other Richmond agencies as appropriate for students with disabilities. Provides for own professional growth and development by keeping current with the literature, new research findings, improved

techniques and attending 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 of Exceptional Education

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt