

<b>Job Title:</b>	Specialist, Exceptional Education (Secondary)
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule 123/260 Days (12 Months)
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Office of Exceptional Education (Central Office)
<b>Immediate Supervisor:</b>	Coordinator, Exceptional Education

**General Description:**

The Specialist, Exceptional Education (Secondary) supports secondary instruction for Exceptional Education systems, processes and instruction at the school level, specifically in the areas of English Language Arts, Mathematics, Transition and Compliance.

**Essential Duties and Responsibilities:**

- Assists in the development and maintenance of special education programs for assigned secondary schools
- Collaborates with school based administrative teams to establish and maintain special education services in accordance with Federal and State mandates
- Monitors Performance Indicators and assists with components of the Results Drive Accountability (RDA) CAP at it relates to Audits, LRE, Graduation, Inclusive Practices and supports to new special education teachers
- Provides technical assistance on matters pertaining to regulations governing eligibility and Individualized Education Program (IEP) meetings at select secondary schools
- Assists the Coordinator, Systems and Processes in ensuring that schools are in compliance with all special education policies and procedures
- Monitors monthly discipline, child count, and State Indicator reports
- Collaborate with school teams to assist with Tier 2 & 3 interventions specifically in the areas of ELA and Mathematics
- Assists classroom teachers with selecting, developing and implementing appropriate instructional programs for students with disabilities
- Keeps current with the literature, new research findings, improved techniques both independently and by attending appropriate professional meetings, workshops and conferences
- Perform other work related duties as required

**Qualifications:**

- Master's Degree required
- Postgraduate professional license with an endorsement in Special Education; endorsement in Administration/ Supervision or Educational Leadership preferred
- Five or more years of teaching experience as a special educator
- Knowledge of educational programming for students with disabilities
- Effective verbal and written communication skills
- Experience with IEP Development software (IEP Online, VA IEP, etc.)
- Experience with monitoring performance indicators and using the data to improve outcomes for students with disabilities

- Experience with the development of strategies and interventions specifically in the areas of ELA and Mathematics
- Effective project management and problem solving skills
- Ability to establish and maintain effective working relationships with school leaders and staff
- Effective written and oral communication skills
- Bilingual/fluency in Spanish preferred